

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CRF 700)		RATING		PAGE OF PAGES 1 124			
2. CONTRACT NO.		3. SOLICITATION NUMBER DTRT57-05-R-20106		4. SOLICITATION TYPE <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED BID (RFP)		5. DATE ISSUED		6. REQUISITION/PURCHASE NUMBER 25-3248	
7. ISSUED BY Resource Planning & Mgt Volpe Center 55 Broadway Cambridge MA 02142		CODE DTS-25		8. ADDRESS OFFER TO (If other than Item 7)					

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in _____ until 1500 ET local time _____ (Date)

CAUTION: LATE Submissions, Modifications and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL	A. NAME Michael J Leary	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS learym@volpe.dot.gov
	AREA CODE 617	NUMBER 494-2673	EXT.	

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER		15C. CHECK IF REMITTANCE ADDRESS <input type="checkbox"/> IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER	EXT.		

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 253 (c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
		28. AWARD DATE

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SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES/SERVICES AND PRICES – IDIQ

This is an indefinite delivery – indefinite quantity (IDIQ) contract with cost-plus-award-fee and firm-fixed price provisions. All work to be accomplished under this contract will result from the issuance of individual task orders (TO). TOs under this contract will be issued with performance-based statements of work to the maximum extent practicable.

The contractor shall, in accordance with TOs issued by the Contracting Officer (CO), perform work assignments within the parameters of the Statement of Work. It is anticipated (but not guaranteed) that individual TOs will be issued at the beginning of each contract year for a full year's performance of work required under CLIN 0002 and 0003.

The services to be ordered hereunder for CLIN 0002 and 0003 (see Table below) shall be reimbursed in accordance with the provisions of the clauses herein entitled Allowable Cost and Payment (FAR Clause 52.216-7), the terms of which are construed to apply, on an individual basis, to each TO issued. For the purpose of establishing a provisional award fee for each TO issued under this contract, refer to Paragraph B.3 herein titled Payment of Award Fee- IDIQ.

All orders issued on a firm fixed price basis under CLIN 0004 will be reimbursed in accordance with the terms of FAR Clause 52.232-1, Payments.

CLIN	Supplies/Services	Qty	Unit	Unit Price	Amount
0001	Contract Transition in accordance with Paragraph C.2 of Section C	1	JOB	Firm-Fixed-Price	_____
0002	Contract Management and Administration in accordance with Paragraph C.3 of Section C	1	JOB	Est. Cost Award Fee Total CPAF	_____ _____ _____
0003	Information Systems Support tasks in accordance with Paragraphs C.4 and C.5 of Section C to be performed through individual Job Orders as specified in Section J, Attachment J.3 - Job Order System Procedures	1	JOB	Est. Cost Award Fee Total CPAF	_____ _____ _____
0004	Information Systems Support tasks in accordance with Paragraphs C.4 and C.5 of Section C.	1	LOT	Firm-Fixed-Price	Not Separately Priced

B.2 LEVEL OF EFFORT – IDIQ (Applicable to CLIN 0003 only)

The total level of effort estimated to be ordered during the term of this contract for CLIN 0003 is as follows:

Labor Category	Annual Hours	Total (5 Years)
IS Project Manager	20,900	104,500
Subject Matter Expert	20,900	104,500
IS Senior Engineer	73,000	365,000
IS Senior Programmer	35,500	177,500
Senior Systems Administrator	10,400	52,000
IS Senior Analyst	20,900	104,500
IS Middle Engineer	62,600	313,000
IS Middle Programmer	41,700	208,500
Middle Systems Administrator	6,300	31,500
IS Middle Analyst	16,700	83,500
IS Junior Engineer	41,700	208,500
IS Junior Programmer	16,700	83,500
Junior Systems Administrator	4,200	21,000
IS Junior Analyst	10,400	52,000
Technical Documentation Specialist	8,300	41,500
Administrative Specialist	6,300	31,500
Total Level of Effort	396,500	1,982,500

B.3 PAYMENT OF AWARD FEE – IDIQ

(a) The award fee specified in Section B herein represents the maximum fee that shall be paid for each respective CLIN under this contract. This fee shall be paid, subject to any adjustment required by other provisions of this contract, in installments at the time of each provisional payment for reimbursement of allowable cost.

(b) A provisional award fee amount shall be established for each TO issued under this contract. The provisional award fee amount established shall be in direct ratio to the total contract CLIN award fee as the total estimated cost established in the TO is to the total estimated contract cost for that CLIN. **The Contractor may bill up to a maximum of 60 percent of this provisional award fee pending final award fee determination.** The amount requested in any invoice for provisional award fee payment shall also be proportionate to the amount of allowable cost identified in that particular invoice.

(c) Provisional award fee payments made during an evaluation period will be superseded by the final award fee determination for that period. If provisional payments for that period have exceeded the amount earned by the Contractor as established by the award fee determination, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government as directed by the CO.

(d) If the CO determines that the Contractor will not achieve the level of performance commensurate with the provisional rate, payment of the provisional award fee will be discontinued or reduced in such amounts as the CO deems appropriate. The CO will notify the Contractor in writing if it is determined that such a discontinuance or reduction is appropriate.

B.4 CONTRACT LIMITATIONS

B.4.A MULTIPLE CONTRACT AWARDS

Not applicable.

B.4.B MAXIMUM CONTRACT VALUE

The value of all TOs placed under this contract shall not exceed (TO BE COMPLETED AT TIME OF AWARD).

B.4.C MINIMUM GUARANTEE

The guaranteed minimum is at least \$2,500 worth of orders to be issued under this contract.*

*NOTE: This guaranteed minimum amount will be satisfied by the issuance of the first TO under this contract done concurrently with the contract award.

SECTION C – STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 GENERAL INFORMATION

C.1.A. INTRODUCTION

This contract will provide on-site Transportation Information Project Support (TRIPS) for the Volpe National Transportation Systems Center (Volpe Center) in the Information Systems (IS) functional area.

C.1.B. BACKGROUND

The Volpe Center is an organization within the Research and Innovative Technology Administration (RITA) of the Department of Transportation (DOT). The Volpe Center, in partnership with sponsoring organizations, provides a broad range of technical research, analysis, and development services to the DOT and other Federal agencies in support of their transportation and logistics-related missions. The Volpe Center is funded directly by sponsoring organizations and, therefore, is responsive to market forces. The Volpe Center performs its role in an environment that demands entrepreneurial initiative to seek out project opportunities and an ability to respond quickly to new and changing sponsor requirements.

The portfolio of 400+ projects performed for sponsors varies in number, scope, and substance over the course of any year. The Volpe Center's staffing strategy uses a combination of Federal and contractor employees to meet the broad range and quantity of skills needed to support projects. Through on-site technical support contracts and other contracts, the Volpe Center can respond to the uncertain requirements of these technical programs by establishing a "pool" of easily accessed professional, technical personnel. This requirement for an on-site dedicated labor pool is currently being met by the on-site Technical Support Services (TSS) Contract No. DTRS57-00-C-10045.

C.1.C. SCOPE

The objective of this contract is to provide a dedicated labor pool of information systems and information technology professionals capable of meeting the Volpe Center's programmatic requirements. Due to the changing nature of the extensive portfolio of projects, this dedicated workforce must be easily accessible and flexible in terms of the skill sets required. It must be readily responsive to changing customer requirements and quickly provide the specific technical capabilities that will enable the Volpe Center to take advantage of opportunities for new work. This contract also must be managed so that the workforce can be scaled up or down in accordance with changing project requirements.

C.2 TRANSITION (CLIN 0001)

This requirement is to transition work from the existing on-site TSS Contract to this contract. On a firm-fixed price basis, the contractor shall perform the necessary tasks during the transition period to ensure that the contractor can achieve satisfactory performance on the first day of the initial performance period.

DELIVERABLE:

TRANSITION PLAN

The contractor shall provide to the CO and the Contracting Officer's Technical Representative (COTR) a formal detailed Transition Plan, based upon the transition plan provided in the contractor's proposal, within two weeks after contract award, covering the following:

1. Identification of key transition personnel;
2. Schedule of activities;
3. Demonstration of understanding of current workload and milestones;
4. Plan for minimizing disruption to ongoing tasks;
5. Plan for mitigating any potential project disruptions;
6. Plan for project staffing;
7. Plan for communications with key stakeholders; e.g., incumbent contractor management, incumbent staff, COTR, CO, and Volpe job order initiators;
8. Demonstration of knowledge of User Accountability System (UAS) operation and plan for interfacing with UAS;
9. Identification of project management systems for reporting and tracking contract activities; and
10. Demonstration of understanding of and systems for tracking cost recovery.

C.3 CONTRACT MANAGEMENT AND ADMINISTRATION (CLIN 0002)

The contractor shall provide Contract Management and Administration services as specified below.

C.3.A. CONTRACT MANAGEMENT

This requirement is for overall management of the work to be performed on this contract. The contractor shall provide a management structure capable of performing the necessary technical and administrative management functions required for effective contract performance. The contractor shall provide effective planning, management, quality control, direction, and supervision of the work activities involved and the personnel needed to perform these activities.

1. TECHNICAL LEADERSHIP

The contractor shall provide technical support and leadership in information systems and technology that will (1) provide effective project planning, management, guidance, and resources that add technical value to projects and tasks; (2) provide contract-level guidance and oversight to meet project goals on time and with a quality product in accordance with job order requirements; (3) manage to budget and satisfy job order initiators' expectations; (4) provide a strong IS capability to support Volpe Center projects (current and future); and (5) identify emerging technologies and methodologies applicable to work performed under the contract, sharing such information with key Volpe Center project managers and promoting the adoption of new technology into its support of the Volpe Center's IS projects.

DELIVERABLES:

RED-YELLOW-GREEN (RYG) REPORT FORMATS

Specific report formats and contents for RYG project summary reports shall be recommended by the contractor within 30 days of contract award and shall be approved by the COTR. Content and format of the reports may be modified at the direction of the COTR.

RYG PROJECT SUMMARY REPORTS

RYG project summary reports shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, and Section J, Attachment J.6 – Red-Yellow-Green Reports. During the contract year, the reports are due on a quarterly basis on the 20th of February, May, August, and November. RYG reports will assess the progress and results on each job order in all aspects of the project, including, but not limited to, scope, funding, cost, schedule, and quality.

PROGRAM REVIEWS

A Program Review shall be presented orally approximately twice per year for each Volpe Center Directorate Office. The Program Review will be based upon the RYG Project Summary Reports and focus on Directorate work being performed on this contract. A wrap-up briefing shall be provided to the COTR and CO at the conclusion of the Directorate Office Program Reviews.

2. PROJECT PLANNING AND MANAGEMENT

The contractor shall have a strong project planning and management capability that, at a minimum, meets industry standards and is capable of tracking and reporting costs at a level of detail sufficient to support earned value management. The contractor shall provide project management planning and establish processes for coordinating the activities and results of multi-disciplinary teams. The contractor shall track and electronically be able to report its labor and other direct costs associated with every job order issued by multiple elements (i.e., job order number, employee, accounting classification), as well as provide visibility into project status for Volpe Center job order initiators. This system shall be compatible with Volpe Center's financial management systems, project management systems, and the UAS system to the greatest extent possible.

DELIVERABLE:

PROJECT MANAGEMENT SYSTEM

By the first day of the initial performance period, a project management system shall be operational and capable of being populated with all Form Zs and job order information. Once populated, the contractor's project management system shall encompass every job order under the contract, providing accurate visibility into the scope, cost, schedule, and deliverables of each job order.

3. PROJECT STAFFING

The contractor shall maintain the necessary staffing level and labor mix to meet the requirements set forth in Section C and to be flexible enough to respond to shifts in program emphasis and direction with minimal downtime. The contractor shall acquire an understanding of the nature of

Volpe Center project staffing requirements and shall commit resources as necessary to support Volpe Center projects. The contractor shall ensure that all Volpe Center requirements are met with appropriately skilled information systems/information technology professionals and that staff turnover is managed with minimal disruption to the job order effort. At the same time, the contractor shall ensure optimum utilization of its staff members by planning for staff transition from one job order to another with minimal downtime between tasks.

The contractor shall carry out regular evaluations of staff performance, hire and discharge staff as necessary, arrange for appropriate staff training to ensure its resources' skills are up to date with constantly changing technology, and fulfill such other organizational development and human resources functions as necessary to maintain a highly qualified and motivated workforce to support Volpe Center tasks.

DELIVERABLES:

CONTRACT PROFILE REPORT

Within 10 days of contract award for CLINs 0002 and 0003, the contractor shall submit electronically a contract profile report to the CO and COTR, identifying the employees performing work under the contract for both prime and subcontractor support. The contractor shall update this report as changes occur. An updated report shall be submitted at a minimum of every month by the 10th of the month. The report will include, but is not limited to, the following:

1. Name, office location, telephone number, labor category, security clearance information, and contract hire date of all employees working on the contract;
2. List of individuals with authorized on-site parking;
3. Total contract personnel count;
4. Contract personnel count by company;
5. Contract personnel by task order and labor category;
6. Turnover rates;
7. Name, labor category, and departure date of all employees leaving the contract; and
8. Open requisition profile.

Content, format, and schedule for submission of the report may be modified at the direction of the CO and/or the COTR.

CONTRACT RESUMES

The contractor shall maintain an electronic file of resumes for all employees performing work under this contract, which shall be made available to the Government when requested by the CO and/or COTR.

4. CONTRACT COST CONTROL

This contract is funded through cost recovery from users of the technical labor. The contractor shall provide data and methodologies for estimating annual costs, demand for labor, rate setting for labor categories, and if applicable, administration of firm-fixed price task orders. The contractor shall track cost recovery, analyze cost and labor utilization variances, support segregation of contract costs across fiscal years, and report to the COTR at the end of fiscal quarters one and two on projected under/over recovery. More frequent estimates may be required in the last six months of the fiscal year. The

contractor is required to manage contractor costs effectively so that all costs involved in the operation of this contract during a Federal Government fiscal year (October 1 - September 30) are recovered through the UAS labor rates and other direct costs (ODCs).

The contractor will be provided one or more accounts for all Management and Administrative activities covered by Section C.3 and for activities covered by Section C.4 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). These Management and Administrations accounts will be established by the COTR at the beginning of each fiscal year in accordance with the Contract Management and Administration Job Order Plans submitted by the contractor and approved by the COTR. All activities and time charged to these accounts shall be in accordance with the Contract Management and Administration Job Order Plan. Deviations from the plan shall have prior approval from the COTR.

The contractor shall track actual and projected account expenditures for these accounts and shall report to the COTR against the Contract Management and Administration Plan as part of its cost recovery reporting at the end of fiscal quarters one and two; more frequent estimates may be requested in the last six months of the fiscal year.

DELIVERABLES:

CONTRACT MANAGEMENT AND ADMINISTRATION JOB ORDER PLAN

At least 20 calendar days prior to the beginning of each fiscal year, a Contract Management and Administration Job Order Plan shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. The plans shall detail activities to be charged to the Management and Administration accounts in accordance with Section C.3 and activities covered by Section C.4 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). The job order plans shall propose an estimated number of hours and dollars to be allocated to the account for the fiscal year and their intended purpose.

COST RECOVERY REPORTS

The contractor shall track cost recovery and report to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, within 30 calendar days after the end of fiscal quarters one and two; more frequent estimates may be requested in the last six months of the fiscal year.

5. QUALITY CONTROL AND CONFIGURATION MANAGEMENT

The contractor shall be responsible for supervising its technical staff and for assuring technical excellence in all work performed in support of Volpe Center projects. The contractor shall establish effective communication mechanisms to define and document the requirements of the Volpe job order initiators to ensure that all job orders are being performed to a level of quality, schedule, and cost that is consistent with the expectations of the Volpe job order initiators.

The contractor shall have a quality assurance program to support all aspects of the work to be carried out under this contract. The quality assurance effort shall include numerical quality goals and objective quality measures for each task as applicable. The contractor shall maintain documented standards for tracking quality, definition of measures, and procedures for timely correction. The contractor shall provide a written description of its quality control program to the COTR within 30 calendar days of the effective date of the contract and annually thereafter with a cover memorandum identifying changes. The

quality assurance plan shall include, but is not limited to, the program's approach to quality assurance and control; its policies, procedures, and goals; its organizational responsibilities; and its reporting requirements. A revision to the content and format of the quality assurance plan may be requested by the CO and/or the COTR.

The contractor shall have a configuration management program that will assure high quality deliverables, establish policies and procedures to maintain effective configuration control on all job orders, and provide a uniform approach to configuration management across the contract. The contractor shall have a configuration management program in place at the time of contract award and shall maintain and improve this program throughout the contract performance period. The contractor shall provide a written description of its configuration management program to the COTR within 30 days of the effective date of the contract and annually thereafter with a cover memorandum identifying changes. The configuration management plan shall include, but is not limited to, the program's approach to configuration management; its policies, procedures, and goals; its organizational responsibilities; and its reporting requirements. A revision to the content and format of the configuration management plan may be requested by the CO and/or the COTR.

Documentation and project deliverables shall be provided in accordance with each job order plan. The contractor shall have the capability to comply with Department of Defense (DoD) and information technology (IT) documentation standards. For example, a tailoring of previous standards [DOD-STD-2167A](#) and [MIL-STD-498](#) or the current standard [IEEE/EIA 12207](#) may be used as the basis for documentation requirements. Details involving inspection and acceptance guidelines and project deliverables are provided under Sections E and F.

DELIVERABLES:

QUALITY CONTROL PLAN - INITIAL AND ANNUAL

The contractor shall provide to the COTR an initial written description of its Quality Control Program within 30 calendar days of the effective date of the contract. An annual updated Quality Control Plan, along with a cover memorandum identifying changes, will be submitted to the COTR within 30 calendar days after the end of each contract year. A revision to the content and format of the quality assurance plan may be requested by the CO and/or the COTR.

CONFIGURATION MANAGEMENT PLAN – INITIAL AND ANNUAL

The contractor shall provide to the COTR an initial written description of its Configuration Management Program within 30 calendar days of the effective date of the contract. An annual updated Configuration Management Plan, along with a cover memorandum identifying changes, will be submitted to the COTR within 30 calendar days after the end of each contract year. A revision to the content and format of the configuration management plan may be requested by the CO and/or the COTR.

C.3.B CONTRACT ADMINISTRATION

This requirement is for the overall administrative support services necessary to support the contract management and technical tasks to be performed on this contract. The contractor shall provide an administrative support team capable of performing the necessary technical and administrative management functions required for effective contract performance. The contractor shall ensure a uniform operation consistent with the Volpe Center's financial management systems and job order system.

1. CONTRACTING OPERATIONS

The contractor shall prepare and submit contract modification proposals, invoices, and company correspondence; provide appropriate interface with contractor corporate offices; prepare advance notifications to the Government as called for under the contract; prepare subcontracting consent requests; and negotiate, execute, and administer subcontracts. Guidance on invoice preparation procedures is provided in Section J, Attachment J.1 – Billing Instructions and Procedures for the contractor. The contractor shall maintain a job order cost accounting system that will accumulate costs incurred by labor category for each job order of this contract. Additionally, the contractor shall identify an individual within its management team to act as the primary interface with the Government on all contract-related matters.

2. JOB ORDER INITIATION AND CONTROL

The Volpe Center manages its projects through a job order system. All work to be performed by the contractor shall be in the form of approved job orders. For every job order request received, the contractor shall produce a job order with appropriate supporting documentation, authorization, and certifications. The contractor shall establish efficient and effective job order procedures that assure immediate processing and prompt certification of all job orders. The contractor shall use the Volpe Center's UAS to support this activity. Job order and UAS formats and procedures are described in Section J, Attachments J.3 – Job Order System Procedures, and J.4 – User Accountability System Formats and Reports.

The contractor shall maintain a complete central file of all approved job orders issued, which shall be made available for Government review whenever requested by the CO and/or the COTR. A copy of the file with all job orders issued during the period of performance of the contract shall be turned over to the Government at the expiration of the contract.

The contractor shall ensure that charges against approved job orders do not exceed authorized funding levels. The contractor shall issue appropriate notification to the Volpe Center job order initiators on each job order approaching 75 percent funding limits. (Note: Notification to job order initiators under this clause does not relieve the contractor of its responsibility to notify the CO under the Limitation of Costs of Funds Clauses incorporated in Section I of this contract.)

DELIVERABLES:

FORM Zs AND JOB ORDER PLANS

The contractor shall develop Form Zs and/or job order plans (including changes in plans for existing job orders) for each job order issued under the job order system. The job order plans will follow the guidelines of the job order system detailed in Section J, Attachment J.3 - Job Order System Procedures. These plans may be modified by the CO, COTR and/or the job order initiator (for a specific job order).

CENTRAL JOB ORDER FILE

The contractor shall maintain a central job order file on all job orders issued. The file shall contain a complete record of all activity and support provided under that job order, including Form Zs, job order plans, status reports, memos, reports, and an inventory of all software and other deliverables. The file shall be made available when requested by the CO or COTR and shall be turned over the Government at the expiration of the contract.

INITIATOR FUNDING REPORT

On a weekly basis, the contractor shall electronically submit to all Volpe job order initiators a funding report that provides the status of their job orders. The report shall be sent via e-mail to Volpe job order initiators and shall provide job order number, job order title, name of contractor lead, job order cost estimate, expenditures to date, remaining balance, percentage complete, and estimated weekly and monthly burn rates on the job order.

STATUS REPORTS

For each job order issued under the job order system, the contractor shall submit status reports in electronic format, in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. Status reports shall be submitted to the job order initiator and COTR at intervals as specified in the job order but at a minimum quarterly by the 10th business day of February, May, August and November. In addition to other information specified in the job order, status reports shall contain the following in narrative form:

1. A brief description of project and job order objectives;
2. Highlights of work accomplished, including a self-assessment of performance relative to the measures established in the original job order plan;
3. Significant findings, problems, delays, events, trends, etc. during the reporting period that affected performance of the job order to date and may affect performance of remaining work;
4. Specific action(s) requested by the Government to assist in the resolution of any problems identified;
5. Modifications to the job order plan, including changes to objectives, services to be provided, assumptions, deliverables, major milestone schedule, cost estimate, and performance measures; and
6. Items of special interest as requested by the COTR and/or the job order initiator.

3. FUNDS CONTROL AND ACCOUNTABILITY

The contractor shall reconcile all invoiced costs for labor, travel, training, and overtime premium with the UAS. This will coincide with preparation and verification of the UAS input files; preparation of contract labor reports; reconciliation of contractor and subcontractor timecards and labor delivery records; and reconciliation of travel, training, and overtime premium charges with the UAS.

DELIVERABLES:

CONTRACT LABOR REPORT

The contractor shall submit in electronic format, in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, a detailed labor report reflecting current (coinciding with UAS cycles) and year-to-date utilization of resources expended under the contract for both prime and subcontractor support. The report shall be submitted to the COTR on a monthly basis by the 10th day of the month. The report shall address by CLIN the following:

1. Direct UAS recoverable labor hours delivered and direct labor cost by labor category;
2. Non-recoverable labor hours delivered and labor cost segregated by downtime, administration, management, and other by labor category; and
3. ODCs incurred.

UAS INPUT FILES

The Volpe Center will manage the operation of an automated UAS for identification and reporting of all resources planned and expended against job orders issued under the contract. The contractor shall provide the necessary input files for processing on a weekly basis in accordance with the specifications provided by the Volpe Center UAS System Manager as detailed in Section J, Attachment J.4 - User Accountability System Formats and Reports.

4. ADMINISTRATIVE SUPPORT

The contractor shall provide administrative support and services essential to meet overall contract requirements and project performance requirements. These services include, but are not limited to, managing requests for network desktop support and telephone service, travel and overtime arrangements, property management, storage and retrieval of classified material, security clearances, employee entrance/exit processing, shipping and receiving, and acquisition of office supplies and necessary telecommunications devices and services (e.g. cell phones, pagers) to perform under this contract. All telecommunications devices and services shall be used for official business only. The contractor shall ensure the proper care and protection of office equipment and property, including telecommunications equipment, assigned to it under this contract.

DELIVERABLE:

PROPERTY REPORTS

At the beginning of the contract, the contractor will be provided with a master schedule of all Government-furnished property (GFP) turned over to its control (see Section J., Attachment J.8 - Government-Furnished Property List). The contractor shall maintain a current property listing and shall perform an annual physical inventory. The contractor shall provide to the CO and the COTR by September 15th of each year the resulting, reconciled inventory schedule of all GFP under the contractor's control, together with explanations of changes (e.g., additions, deletions) from the original or annually updated master schedule. Explanation of changes shall comply with Section I, FAR Clause 52.245-5 when applicable.

C.4 INFORMATION SYSTEMS (IS) SUPPORT (CLIN 0003)

C.4.A. INTRODUCTION

This requirement is to provide IS services to support a variety of Volpe Center transportation and logistics projects.

C.4.B. GENERAL REQUIREMENTS

The contractor shall provide staff resources capable of performing the necessary IS functions in response to job order requests presented by a variety of Volpe Center job order initiators through the job order system. Job order scope, cost estimates, and performance periods vary widely; some job orders average more than 30 labor years per year and some less than 1 labor year. Periods of performance can range from several weeks to the length of the contract.

This functional area supports a broad project base, covering every mode of transportation, a wide variety of sponsoring organizations, and a wide range of IS sub-areas. Work addresses strategic and detailed technology assessments; requirements analysis; concept development, architecture design, and

alternatives analysis; software design, development, testing, and integration; database design and development; system deployment; system operational support; system facility support; and IS security requirements, including security design, information assurance, operational security, disaster recovery, and continuity of operations planning, testing, and execution. Services will cover the full spectrum of IT projects from stand-alone applications to large-scale, integrated worldwide systems, including, but not limited to, transportation, safety, and logistics management information systems.

The contractor shall provide corporate/contract knowledge-sharing mechanisms and staff with capabilities and experience relating to: (1) existing technologies/methodologies that address current logistics and transportation issues; and (2) cutting edge technologies and methodologies that show promise in transforming the transportation/logistics enterprise during the life of this contract. The work requirements outlined below will be performed in support of transportation and logistics functions. The contractor must bring a strong knowledge of and experience in transportation and logistics functions to these IS tasks. Volpe Center projects require specialized knowledge of a wide variety of national transportation system modes; i.e., aviation, surface transportation, marine, and rail systems.

C.4.C. FUNCTIONAL SUB-AREAS OF WORK

The following sub-areas are included as part of the overall IS support requirement:

1. Project Management and Control;
2. System Framework;
3. System Concepts, System Development and Maintenance, and Deployment;
4. Facility and Operations Support;
5. Information System Security; and
6. Technology Assessments and Modernization.

The descriptions that follow outline general work requirements typical in each sub-area, not actual tasks.

1. Project Management and Control

Under this sub-area, selected management approaches and control mechanisms must be tailored at the job order level to the development methodology chosen and must comply with the formal requirements of Volpe Center sponsors. The chosen management approach must establish a framework for coordinating the activities and results of multi-disciplinary teams. Support is required to (1) institutionalize the project management process; (2) implement adequate measures of performance; and (3) execute continuous improvements.

Also under this sub-area, support may be required in the establishment, development, and implementation of strategies and methods to plan and monitor project and task execution. These activities may require an integration of cost, schedule, quality, and other data of various stakeholders. For example, the contractor may be asked to implement a system for tracking Earned Value (EV) at the project or job order level where a variety of parties are responsible for accomplishing work items, or to provide data supporting EV analysis in an electronic format that can be used for analysis by common work productivity tools (e.g., Microsoft Excel, Access, Project).

Support may be required in the development of project management documents that tailor existing or planned Volpe Center standard templates, policies, and procedures. Typical documents include the Project Management Plan, Work Breakdown Structure (WBS), Schedule, Risk Management Plan, Test Plan, Security Plan, Quality Management Plan, and Configuration Management Plan. Support may

include the review and analysis of planning and reporting documents from other contractors in order to assist in performance tracking, change management, and quality management activities.

2. System Framework

Under this sub-area, support may be requested for the formulation, execution, and management of strategic and tactical plans supporting the definition of clear business goals and objectives, identifying risk factors and mitigation strategies, identifying and selecting appropriate IT architectures, developing operational concepts, and aligning the use of IT with Departmental and/or Agency strategic goals and architectures. Such projects may require extensive, technology-supported collaboration among geographically-dispersed participants. Typically, this work includes performing environmental scans, supporting outreach activities to customers and stakeholders, and developing an assessment of the market and other institutional forces that drive the organization's mission and functions. Work may also require identification of information flows, systems, and business processes within an organization through specialized studies, reviews, and analyses. In addition, efforts may require assessment of effectiveness and suitability of systems (particularly of new and emerging systems) and knowledge and application of best practices and of metrics for measuring system and process effectiveness. System framework activities will include, but are not necessarily limited to, the following areas:

a. Strategic Planning

When performed as an integral part of an IS task, skills may be required to help sponsoring organizations address broad, long-term (i.e., 5-10 years) and near-term issues (i.e., 1-5 years) and focus on critical functional goals and objectives.

b. Information System Architectures

In the life cycle evolution of IS tasks, skills may be required to help sponsoring organizations develop long range (i.e., 5-10 years) and near term (i.e., 1-5 years) business and technical architecture plans for IS investments that conform to business goals, transform the organization, and meet client acceptable risk levels. The plans will be used for the analysis of existing systems and the implementation of future systems. These architectures will provide a basis to develop and maintain systems, subsystems and modules in a predictable manner. Such plans may address enterprise models, data architectures, application software architectures, hardware and network architectures, and systems technology architectures, such as the OMB reference models, for guiding long-term system planning, development, and technology insertion.

c. Project Planning

Skills may be required to help sponsoring organizations define, initiate, and manage individual projects consistent with strategic information systems architecture planning. Such projects may involve detailed definition of new/revised systems (including process change and technology alternatives) as well as minimum critical requirements, systems performance analyses, deployment strategies, risk identification, and mitigation analyses. An essential result of this phase is the decision of whether or not to proceed with the implementation of technology and/or work system changes and a plan for executing these changes

d. Organizational Integration

Skill sets for this area may include the ability to perform analysis, design, development, and implementation of organizational structural changes that encourage coordination and cooperation among multiple units to gain from technical or functional integration. Skills may be required to help organizations obtain maximum benefits from technologies and systems promoting information sharing. Skills also may include experience with migration to n-tiered web-based technology, workflow automation, internet and intranet content management, and multimedia interactive training.

3. System Concepts, System Development and Maintenance, and Deployment

Under this sub-area, support may be required in the definition and development of prototype concepts and in the definition, development, and maintenance of stand-alone and integrated systems and/or applications. These may be executive information systems, decision support systems, analytical and logistics support systems, transaction-processing systems, modeling and/or simulation systems, or command and control systems. System components can be Commercial-Off-The-Shelf (COTS) products, non-developmental items, and/or custom-developed components. Capabilities are to be provided throughout the sequence of life cycle phases of IS development.

Support may be required for the installation, integration, and deployment of existing and proposed information systems. This support may be required for single systems or multiple information systems. This support may be applied within a large complex system development effort or across many such systems. This support may also cut across transportation modalities and involve commercial off-the-shelf (COTS), non-developmental items, and/or custom-developed components. Integration may evolve over time during the migration from the existing systems infrastructure to the proposed systems architecture. Specialized deployment plans and risk mitigation strategies are developed as part of the overall project plan.

Systems concept, system development and maintenance, and deployment activities may include, but are not necessarily limited to, the following functions:

a. System Analysis and Planning

Skill sets may be required to support system and application analysis and planning activities. These include the development of application architectures and analysis of system components and their inter-relationships. Typical activities in this area may include, but are not limited to, analyzing current systems and operations; developing alternative system and software solutions (including existing commercially and/or Government available software/systems), developing high-level conceptual designs; performing feasibility studies and cost benefit analyses; performing function point analysis; developing system implementation plans; and identifying applicable Government standards, policies, and guidelines.

b. Requirements Analysis

Skill sets may be required for the definition of software functional requirements, data requirements, and other requirements (e.g., usability, performance, security, user interface, etc.) resulting from structured, logical analysis of entity relationships, functional and information flows within the enterprise, process and organizational modeling, functional modeling and analysis, inventory of existing data stores, end user surveys and workshops, and other related

concepts. Work may involve detailed analysis of complex transportation and logistics IS. Requirement details alternately may be accomplished in a rapid prototyping environment such as Joint Application Development (JAD).

For multiple information systems, requirements analysis activities may include functional, data, and technical integration functions. For functional integration, skill sets may be required to perform an analysis of and define the requirements for compatible functional interfaces between or among the functions performed on separate systems or within major modules. For data integration, skill sets for this area may include the ability to perform reconciliation of semantically and structurally inconsistent information and data element definitions across multiple systems or system modules. For technical integration, skill sets may be required to develop requirements for compatible logical and physical interfaces between systems or subsystems, including requirements for local and wide area network (LAN and WAN) systems.

Skill sets in this area may be required to perform an analysis of and define the requirements for logical and physical system security needs, including security requirements for compliance with system Certification and Accreditation (C&A), disaster recovery, and continuity of operations plans.

c. Design of Information Systems and Work Systems

Skill sets may be required for developing a description of the hardware, software, data, and systems configurations that satisfy functional and data requirements and other considerations, including cost constraints, available technologies, and associated price/performance realities. Designs will address data structures, process modeling, process automation, user interfaces, security constraints, and compatible functional interfaces between or among the functions performed on separate systems or within major modules. Software, database, and hardware design specifications developed in accordance with applicable standards (e.g., [MIL-STD-498](#), [IEEE/EIA 12207](#), Internet Engineering Task Force, or other accepted commercial standards), along with general workflow specifications, would be primary products of this activity. As with requirements analysis, software system design may be accomplished in a rapid prototyping environment such as JAD.

Skill sets may be required for technical integration, including the ability to design compatible logical and physical interfaces between systems or subsystems, including the internet and LAN and WAN systems.

d. Concept Design, Development, Test and Evaluation

Skill sets may be required for the design, development, and testing of new IS concepts or concepts of operations for transportation and logistics information systems. The concept test and evaluation area requires skill sets for test planning, test execution, and test evaluation to assess compliance with the functional, data, technical, and security requirements established within the conceptual system baselines. Activities in this area may include the definition of new IS technologies and processes and building and testing new IS concept prototypes that explore the viability of implementing new tools, techniques, and processes into the sponsor's environment. A concept development project may incorporate "cutting edge" technology insertions into new or existing IS functionality (e.g., new decision support tools) or it may evaluate significant technology changes or upgrades to sponsor legacy systems (e.g., migration from client-server to web-based functionality).

e. System Development and Integration

Skill sets may be required for the development of new systems or for the integration of existing system components. Skills in this area require knowledge of different database systems, various coding languages, and a variety of user interface techniques (character mode, client-server windows, web-based pages) for software development. System development activities may require the implementation of tools and techniques for component configuration management, error correction, special system diagnostic support, performance improvement, and capacity management. System integration activities may include technical integration functions. Skill sets for this function may include the ability to perform development of compatible logical and physical interfaces between systems or subsystems, including LAN and WAN systems.

System development and integration skills also may require experience with Internet, intranet, personal web, portal and desktop based information systems and databases. In this area, skill sets may be required for developing visual interfaces; publishing interactive web-based applications; developing stand-alone desktop applications; developing applications for collecting, displaying, and storing data; and developing database driven programs as well as the associated skills needed for programming, managing, administering, and maintaining such applications. This may require support to develop user interfaces (UIs), logos, overall site branding schemas, and style guides, along with connecting the UI to the middleware and back-end programming elements. Skill sets related to the development of applications using commonly used concepts, practices, and procedures related to web site usability and accessibility (Section 508) also may be needed.

f. System Test and Evaluation

Skills may be required to perform unit-level, module-level, and system-level testing of functional software system components, system interfaces, and underlying database processes; logical and physical interface tests for technical component integration; and system security tests. The test and evaluation area requires skill sets for test planning, test execution, and test evaluation to assess compliance with the functional, technical, and security requirements established as baselines, process guidelines, and standards in the requirements and design phases (National Institute of Standards and Technology (NIST), DOT, Department of Defense (DoD), Volpe Center, Section 508 accessibility).

g. Documentation

Skills may be required to develop and maintain system documentation and/or models throughout all phases of the development process. Some documentation may need to be secured (both hard copy and electronic). Documentation requirements (paper or multimedia) may include, but are not limited to, concepts of operations; requirements analysis; feasibility study/cost-benefit analysis; system/subsystem design specifications; system test and acceptance procedures; user manuals; system administrator-level or operator-level operations and maintenance manuals; configuration control procedures; training manuals; disaster recovery plans; continuity of operations plans; help desk policies and procedures; and system operation policies and procedures.

h. Software and Database Maintenance

Skills may be required to provide maintenance support for various sponsor software applications and databases. Typical activities in this area may include, but are not limited to, systems analysis and programming in response to production/execution failures; management of change requests, testing authorized changes, and implementing changes made to the software; design and implementation of modifications made in response to hardware/software technology upgrades, new operating procedures, operating system changes, or DOT/Volpe guidelines and/or directives; design and implementation of modifications and/or enhancements made in response to approved functional requirements; performance evaluations to determine potential areas of improvement; and maintenance and upgrades to system and user documentation.

i. Configuration Management and Quality Assurance

Skills may be required to perform software configuration management and software product evaluation for quality assurance. The software configuration control support may need to provide accounting, audits and tracking of all of the software products throughout the lifecycle. Typical activities in this area may require skill sets that include, but are not limited to, providing a configuration identity scheme for each unique software project; tracking project-unique software productions (e.g. computer files, electronic media, documents, software code); establishing and implementing configuration control procedures for access and tracking of change requests, implemented changes, and version control; preparing and maintaining records of the configuration status of items under configuration control; providing support for configuration audits; establishing and implementing procedures for packaging, storage, handling, and delivery of software products; establishing quality objectives in conjunction with the sponsor and/or Volpe Center job order initiator, and evaluating software based on the context of the quality objectives established for each software project; preparing, maintaining, and providing quality assurance records for the life of the project where no job order standards have been prescribed. Activities in this area will be based on or conform to guidelines provided by Configuration Management and Quality Control Plans developed by the contractor.

j. Site Installation

The physical installation of the new software, database, hardware and communication infrastructure may be critical to the success of IS effort. Skill sets may be required to support the installation of network capabilities (from stringing cables and installing network hubs to network software configuration), installation of system physical security components and site customization and set up of hardware, software, and security components such as access control and intrusion detection.

Skills may be required to support organizations' IT infrastructure by specifying, acquiring, configuring, installing, integrating, and testing all required components, computers, facilities, equipment, and systems; providing training; and furnishing integrated logistics support.

k. System Deployment

This area encompasses several activities that are needed to support system deployment. Activities in this area generally are targeted to transfer operations and information about the new system to a variety of stakeholders to establish the operational status of the new system. Skill sets in this area may be required to support end-user, operator, and administrator training (paper or

multimedia); data conversion process development and implementation; communication of the operational status of the new system to personnel responsible for interfacing applications and systems; support for system C&A; and support for the development of system disaster recovery plans and continuity of operations plans.

Skill sets also may be required for the short-term management and operation of system facilities and users during start-up operations or initial system integration. Configuration management, error correction, special system diagnostic support, performance improvement, and capacity management are examples of activities included in this phase for which skill sets may be required.

4. Facility and Operations Support

In this sub-area, support may be required for the operations and management of a sponsor's IS assets, including, but not limited to, hardware support, computer operations support, and help desk support. Varying levels of coverage are required, ranging from support during "traditional" work hours (7 a.m. to 5 p.m. five days per week) to continuous 24-hours-a-day, seven-days-a-week (24x7) support. Support also may be needed to staff and manage help desk services for facility operations, systems, and individual software applications. Sub-areas may include, but are not necessarily limited to, the following functions:

a. System Operations and Administration

Skill sets may be required to support, operate, and administer a sponsor's IS assets. Assets vary by sponsor organization and may include enterprise class and minicomputer systems in a clustered or distributed network, special purpose computer systems, application development hardware/software platforms, and web/application servers. Typical activities in this area may require skill sets that include, but are not limited to, providing up to 24x7 operations support of the IS assets; providing support for operations during "operator-unattended" mode for operations that are not 24x7; installing and configuring new system platform acquisitions with the required operating system and application software and databases; and coordinating networking, security, and application system issues with the respective technical staff contacts prior to connection to the sponsor's network; training and cross-training technical support staff in the essentials of the various system configurations as well as their associated subsystems; testing and implementing new versions of host operating systems, system software, data patches, and security patches; monitoring system performance; identifying system bottlenecks or abnormalities, and offering suggestions for improving system performance; initiating remedial hardware/software maintenance action and initiate failure recovery procedures when failures occur or there are indications of impending failure; ensuring file integrity through the performance of daily/weekly/monthly back-up, fail-safe, and file recovery procedures based on Standard Operating Procedures (SOPs); implementing physical and information security and safety procedures and revising the procedures when new policies are issued; making recommendations to enhance reliability and availability to end users and reduce operating costs; operating and maintaining peripheral subsystem equipment; maintaining logs and records; maintaining, managing and controlling a data media library for the storage of essential file back ups both at on/off-site locations in accordance with sponsor's/DOT policies; administering procedures for establishing and terminating institutional system user accounts and associated privileges; establishing system/user authenticators and allocating systems resources; performing daily monitoring of systems activity to ensure that the integrity of system's use is maintained in accordance with the sponsor's/DOT IS security policies and procedures; and establishing preventive maintenance schedules and ensuring that preventive maintenance schedules are met.

b. Facility Security

Where the Volpe Center provides system operations and administration of a sponsor's IS assets, support for facility security activities may be required. Activities in this area may require skills that include, but are not limited to, ensuring that programs follow the sponsor's/DOT's procedures and policies; performing periodic reviews and assessments of all sponsor-managed systems to ensure that such systems do not jeopardize the security of the sponsor's IS resources and that systems are fully compliant with IS security policies, guidelines, and procedures; establishing and maintaining an inventory of sponsor-managed IS assets and network-connected systems; performing a vulnerability assessment of all sponsor-managed IS assets and providing technical guidance for their remediation, if results warrant; executing response team procedures for information security incidents, including reported virus infections or damage; addressing and reporting on information security incidents associated with sponsor-managed IS assets; ensuring that ongoing updates to the sponsor's SOPs are accomplished relative to information security elements when policy or technology changes warrant; preparing input for submissions to annual and ad-hoc "calls" for system security information by sponsors; preparing and maintaining an ongoing multi-tier virus detection and remediation program for all sponsor-managed IS assets; performing ongoing monitoring of sponsor-managed IS assets; and providing assistance with the development, maintenance, and test execution of system disaster recovery plans and continuity of operations plans.

c. Help Desk Support

Skill sets may be required to support, maintain, manage, and/or administer help desk facilities for local and remote end-users of facilities and/or systems managed for a sponsor. Typical activities in this area may require skill sets that include, but are not limited to, operating and managing the performance of a full-featured help desk to handle calls about problems with computing resources, software applications, databases, and/or systems that require up to continual 24x7 support; establishing, using, or maintaining an automated database system for recording, tracking, and reporting problems and subsequent resolutions; providing status reports on help desk activities; integrating and coordinating help desk activities with the sponsor's network, desktop, or e-mail functions, as appropriate, to ensure timely and effective accomplishment of required services; developing, updating, and maintaining policies and procedures for help desk operations in conformance with sponsor documentation standards; providing end-user follow-up on problems to confirm and document problem resolution; and providing guidance and recommendations on new help desk technologies.

5. Information System Security

IS security is critical to all of the Volpe Center's sponsors. Nearly all of the IS development, deployment, and operational facility projects performed by the Volpe Center require the assurance of data and system integrity provided by secure systems. In addition to IS security requirements referenced elsewhere in Section C.4., IS security support requested by the Volpe Center may include, but is not limited to, the following areas:

a. System Security Analysis and Evaluation

Skill sets may be required to perform an analysis and evaluation of IS software applications, subsystems, and components to identify security risks. This includes an assessment of system vulnerabilities, risk levels, and remediation options to remove security risks. The analysis and evaluation phase may include a risk assessment of the overall system, data sensitivity analysis, and vulnerability assessment; identification of remediation actions and control mechanisms commensurate with data sensitivity findings; the test and evaluation of established controls; access control and intrusion detection; and recommendations for contingency and disaster recovery planning. The analysis and evaluation should provide feedback on the use of techniques and tools to increase the security of the system such as the incorporation of specific hardware and software tools, protocols, secure networks and communications, and data and message authentication algorithms.

b. System Security Plans

Skill sets may be required to develop and/or maintain system security plans based on the system security analysis and evaluation and for providing input into the maintenance of the plan. The plans should identify the baseline results of the security analysis and evaluation, outline actions to be taken to address system vulnerability, communicate progress in addressing system vulnerability, and identify on-going actions for system assessment and evaluation. Input for plan maintenance may include the identification of criteria for performing a periodic security analysis and risk assessment and disaster recovery exercises.

c. System Security Documentation

Skill sets may be required to develop and/or maintain system security documentation in conformance with job order requirements. This activity may include, but is not limited to, the development of specific application system security plans, a security risk assessment plan, an application infrastructure plan, and supporting documentation for application(s) to obtain C&A. The plans require performance of risk assessment, data sensitivity analysis, vulnerability assessments and remediation actions, identification and establishment of control mechanisms commensurate with data sensitivity findings, documentation of test and evaluation criteria for established controls, possible assistance with documentation for disaster recovery and contingency planning, and documentation for C&A in accordance with DOT policy and guidelines.

6. Technology Assessments and Modernization

In this sub-area, in addition to specific project assistance, support may be required in the assessment of new Information System Development (ISD) methodologies and tools, new technologies, standards, and software and hardware for use in future system designs. Sub-areas skills may include, but are not necessarily limited to, the following functions:

a. Information System Development Methodology Assessment

Skills may be required for the identification, assessment, development, and implementation of new and improved approaches to information strategic planning, return-on-investment analysis, and systems development and integration. New approaches are becoming available as a result of research and the availability of more powerful equipment, software, and group facilitation methods. Assessment and evaluation of these new developments and industry best practices represent an essential capability within this area.

b. Technology Assessment

Skills may be required to evaluate the emergence of new computer equipment and peripherals, enterprise communications systems, new operating systems, applications software, and other technologies (e.g., electronic commerce, object technology, smart cards, wireless (WiFi), access control and intrusion detection) plus technologies such as those highlighted in the Special Emphasis Areas (reference Section C.4.D.). These products are integral to the improvements in the transportation enterprise. This may require skills in the assessment and evaluation of new products and methods of technology application, including technology directions relevant to the Volpe Center projects.

Skills may be required with technology insertion and enabling technologies, including automatic identification technology (AIT), radio frequency identification devices (RFID), smart cards, card readers/terminals, and integration and customized services such as cameras, signal transmission media, monitors and peripherals, access control technologies, video recognition technologies, biometrics, and other data carrier and associated acquisition devices.

c. Standards Assessment

Skills may be required for the development of scalable, evolutionary systems in which the risk of obsolescence is minimized. This development approach requires the assessment of and adherence to a wide variety of standards, including, but not limited to, the digital interchange of text, image, audio, video, voice, and traditional data; general-purpose multi-user operating systems; and digital communications. This approach may require support to interpret and apply existing and emerging standards, including analysis and documentation to support a role as a participant in standards development.

d. Methodology Application and Software Process Improvement

The Volpe Center may require support in its efforts to improve its awareness of and capability to apply particular ISD methodologies or to apply the guidelines or industry-wide standards such as the International Standards (ISO-9000) of the Software Engineering Institute's Capability Maturity Model Integration (CMMI). Skills may be required for the preparation of project management plans and documents that follow designated methodologies or standards; the preparation of such documents as tailored process guidelines, risk management plans, and software process improvement plans; or working with Volpe Center software development projects toward achieving ISO or CMMI compliance or compliance with internal Volpe Center process improvement initiatives.

C.4.D. SPECIAL EMPHASIS AREAS

Following are several areas of special emphasis that are representative of recent IS engineering tasks.

1. Networking And Communications (National And International Standards)

Digital communications technology is rapidly increasing in power and flexibility. As a result, demand for easier, faster, and higher-capacity communications is growing. Work within this area is expected to focus on the development and analysis of network architectures and communication technologies and standards.

2. Information Distribution, Warehousing, and Distributed Databases

Projects at the Volpe Center increasingly deal with the storage and dissemination of large quantities of data to remote locations. The geographical de-aggregation of information is essential to large organizations like the Federal Aviation Administration (FAA), the DoD, and the U.S. Coast Guard (USCG). Database technology is approaching the capability of providing full database services over a dispersed heterogeneous network of computers. As this technology becomes available, its application to projects may be a high priority. Under this area, technical support is needed to determine the concepts, applications, and methodologies for distributing information.

For information distribution and warehousing, data management support may be required, including requirements analysis, design, development, installation, operation, and maintenance of data warehousing systems, decision support systems, and distributed databases. Technical services and database management support may be required in support of data collection, preparation, coding, transcription, entry, and processing. Data may be collected from a variety of sources, including interviews, documentation review, and electronic media.

3. Artificial Intelligence (AI)/Expert Systems

Projects at the Volpe Center increasingly consider the application of AI as a means of meeting project requirements. Expert systems, voice recognition, semantic inference, virtual reality, and robotics capabilities are in greater and greater demand. In this area, technical support is needed to determine the feasibility of using AI approaches in customer applications; e.g., distribution, fault detection, and asset management.

4. Geographic Information Systems (GIS)

An increasing number of projects at the Volpe Center are using GIS as an aid to query, analyze and map data in support of the decision making process. GIS technology may be used but is not limited to the display of results of various analyses related to transportation and the environment. In this area, support is needed to apply GIS technology in the development of transportation analysis procedures.

5. Transportation System Analysis

When performed as an integral part of an existing IS task, support may be required to address sponsoring organizations' specific business, economic and/or institutional issues as they relate to the sponsors' domain or specific transportation operation. In this area, support is needed to (1) conduct requirements analyses for the design, development, implementation, deployment, or maintenance of IS; (2) address economic and/or financial considerations associated with the design, development, implementation, deployment, or maintenance of an IS; (3) conduct business case analyses and/or organizational productivity analyses associated with the IS task or system at hand; and (4) measure performance, effects, and results of IS tasks and systems. This support, performed as an integral part of an existing IS task, requires gathering, compiling, and analyzing data and applying an understanding of transportation operations and systems, as well as stakeholder and end-user community needs and current operations. It requires expertise in transportation industry analysis as specifically applied to IS design, development, implementation, deployment, and maintenance.

C.5 LABOR CATEGORY DEFINITIONS AND PERSONNEL QUALIFICATIONS

The following labor categories and qualifications depict the types of personnel that typically shall be provided in support of task orders for CLIN 0003.

Experience is considered qualifying when it is progressively responsible; is in areas directly related to the functions and level of the labor category; and clearly provides the candidate with the ability to perform successfully the duties of the position after a normal orientation period.

Education is considered qualifying when it is obtained from an institution appropriately accredited by an organization recognized by the Secretary, U.S. Department of Education.

IS Project Manager

Functions:

The IS Project Manager performs IS project management for a very large job order or several smaller job orders related to transportation and logistics systems. The IS Project Manager is responsible for the overall project management of the job order(s), and for ensuring that the technical solutions and schedule are implemented in a timely fashion.

From an administrative perspective, the IS Project Manager works with the Volpe Center job order initiator to plan, organize, staff, direct, manage, and report the work performance of the contractor staff to ensure that schedules, staffing, and budgets are appropriate for accomplishing project objectives. This includes defining suitable job order performance measures, quality standards, security requirements, and configuration management requirements; identifying project risks, risk triggers, and risk mitigation strategies; and providing support for evaluating project cost and schedule progress.

From a technical perspective, the IS Project Manager has a strong knowledge of and experience in the principles and activities related to the development of transportation and logistics IS. This includes knowledge of Federal standards and other guidelines related to the development of secure systems (facility, network, data) and Section 508 compliant systems. The IS Project Manager is responsible for providing technical and subject matter guidance to project staff, including (but not limited to) monitoring the technical suitability of the methods, tools, and techniques applied in work performance; the technical quality of work performed; and the quality of information technology products delivered. The IS Project Manager

has sufficient experience in the development of transportation and logistics systems to provide subject matter and technical guidance for strategic planning, requirement analysis, operational concept development, software and hardware design, database design, development, testing, and deployment efforts. The IS Project Manager has experience to provide direction in specifying, recommending, and selecting technology architectures suitable for the successful development of transportation and logistics information systems.

Requirements:

Manager: Master's degree (or equivalent*) and a minimum of ten years of experience with IS engineering. At least three (of the ten) years of experience must be as a project manager on a system analysis project or major hardware or software design and development program. Qualifying experience must include a minimum of five years of intensive training/experience in an IS area related to work covered in CLIN 0003. Managers may be required to possess security level clearances as required per job order. Managers also may be required to possess professional certification (e.g., Project Management Institute certification) as required per job order.

Subject Matter Expert**Functions:**

The subject matter expert is recognized for strong expertise in subject matter issues (e.g., transportation systems, logistics systems, systems security, communications, emerging and applied technologies) and for understanding and communicating common best practices related to the area of expertise. The subject matter expert works with managers and project staff to identify issues and to provide vision and strategic direction as required.

For strategic planning, system framework, and concept development, the subject matter expert has demonstrated expertise with transportation and logistics systems and with IS to assess the operational and functional baseline of the sponsor's organization, and help to define a new direction and strategy. The subject matter expert may guide the determination of IS requirements that affect the sponsor's ability to support/meet transportation and logistics systems goals, and generate functional area strategies for enhanced transportation and logistics IS operations.

Subject matter experts identified for the systems development life cycle (SDLC) activities area are recognized for business and/or architectural expertise in adapting transportation and logistics systems functional business requirements and processes to technical solutions based on an understanding of the overall enterprise solution. The SDLC subject matter expert provides insight into IS and technologies that set the direction and establish an approach for a technical solution and has the expertise needed to perform functional, system, and architectural gap analyses. The SDLC subject matter expert is proficient in technology and industry trends that will affect enterprise solution sets, including technical platforms and network architectures. The SDLC subject matter expert may lead technical design reviews, validate enterprise approaches, define application systems that support redesigned or improved business processes, recommend technical architectures that lead to comprehensive business solutions, and assess work products. The SDLC subject matter expert has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

Subject matter experts in the information security area will demonstrate strong experience in supporting information systems security (ISS) activities in the Federal Government sector in both classified and non-classified environments. ISS subject matter experts demonstrate knowledge of and experience in the application of Federal ISS regulations and guidelines related to the development of secure systems (facility, network, data). ISS subject matter experts have demonstrated abilities to perform an analysis and evaluation of IS facilities and/or software applications, subsystem and components to identify security risks. IS applications may include Government and commercial common user systems, as well as dedicated special purpose systems requiring specialized security features and procedures.

Requirements:

Expert: Master's degree (or equivalent*) and a minimum of ten years of experience with subject matter (e.g., transportation systems, logistics systems, IS, security). At least three of the most recent five years of experience must be focused in one area to demonstrate expertise (e.g., three of the last five years of experience focused in the security area; three of the last five years focused in senior-level SDLC activities as network architect; three of the last five years focused in strategic planning, system framework, and concept development for air transportation systems; three of the last five years focused in strategic planning, system framework, and concept development for surface transportation systems). Qualifying experience must include a minimum of five years of training/experience in an IS area related to work covered in CLIN 0003. Subject matter experts may be required to possess security level clearances as required per job order. Subject matter experts also may be required to possess professional certification as required per job order.

IS Engineer

Functions:

The IS Engineer demonstrates technical competence and experience in the design, development, and implementation of IS hardware, software, and network infrastructures across multiple platforms. The IS Engineer applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, and/or evaluate computer systems and to develop documentation to support system engineering and technical analyses, reports, change proposals, and other technical areas.

To varying degrees based on experience, the IS Engineer demonstrates the ability to analyze operational requirements and system requirements, conduct design reviews, perform the design of large-scale components or subsystems, coordinate the efforts of technical support staff, and apply system engineering experience to perform functions such as system integration, configuration management, quality assurance, and testing. The IS Engineer also may be experienced in the review of literature, patents, and current practices relevant to the solution of assigned projects and may be experienced in collaborating with other technical personnel on feasibility studies and systems planning. The IS Engineer has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

IS Engineers in the data management area have experience in applying an enterprise-wide approach to managing, planning, analyzing, designing, and constructing information systems. This experience includes performing enterprise-wide systems planning, business information planning, and business data analysis; performing process and data modeling using both manual and automated tools; applying reverse engineering and re-engineering disciplines to develop migration planning documents, and coordinating planned system and implementation activities.

IS Engineers in the network and communications area are experienced in engineering computer systems and networks, varying in size from large complex computer systems and/or networks to relatively small systems. Network IS Engineers apply computer engineering principles to the design of hardware, operating systems, networks, and processes to solve technical problems. Systems may involve multiple protocols and interfaces, satellite communications, digital networks, or fiber optic networks. Experience in this area includes planning designs or re-designs of existing systems or networks; testing and analyzing network elements (including software, communications devices, lines, modems, terminals, power); ensuring the overall integration of the enterprise network; monitoring and controlling the performance and status of the network resources; identifying and diagnosing highly complex problems and factors affecting network performance; and providing guidance and direction to network support technicians.

IS Engineers in the software systems (SS) area develop and apply state-of-the-art methods, theories, and research techniques to the design and development of hardware and software for transportation and logistics systems, ranging from simple systems to large, complex systems operating across multiple platforms. The SS IS Engineer has experience to plan, organize, conduct, and direct major projects or phases of projects, based on an assessment of the enterprise architecture and its constraints, and may be called upon to resolve advanced and complex technical problems. The SS IS Engineer has the experience with the identification and selection of new concepts and approaches, definition of complex design specifications, development of major routines and utility programs, and resolution of difficult hardware/software compatibility problems. The SS IS Engineer also has demonstrated experience in the design, development, maintenance, and analysis of databases, and/or experience with object-oriented programming, new/advanced programming languages, and integrated automation systems.

Requirements:

Senior: Bachelor's degree (or equivalent*) and a minimum of eight years of experience with IS engineering, at least five years of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology; at least two years of experience as a team leader on a system analysis project or major hardware or software design and development program is required. The Senior IS Engineer demonstrates experience serving as a technical resource for less senior IS Engineers. Experience must demonstrate an in-depth knowledge of the state-of-the-art technology related to work covered by CLIN 0003. Senior IS Engineers also may be required to possess professional certification as required per job order.

Middle: Bachelor's degree (or equivalent*) and a minimum of five years of experience in IS engineering, at least three years of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology. Middle IS engineer experience demonstrates full responsibility for planning, organizing, and conducting project tasks, with minimal direct supervision required by senior staff.

Junior: Bachelor's degree (or equivalent*) and a minimum of two years of experience in IS engineering, at least one year of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology. Junior IS engineers will demonstrate some responsibility for planning, organizing, and conducting project tasks, under the supervision of Senior and Middle IS Engineer staff.

IS Analyst

Functions:

The IS Analyst demonstrates experience in the analysis of user needs and the development of functional and cross-functional requirements to meet user needs for transportation and logistics systems. The IS Analyst investigates and defines the problem and the information to be processed, proposes system alternative solutions, and develops system requirements. The IS Analyst provides expertise in data and business process research and analysis, in conducting research/evaluations/studies as required, and in analyzing the results of the process to develop recommendations/solutions for IS. Depending on the nature of the task, the IS Analyst skills include experience with structured analysis techniques; analysis and design of transportation and logistics applications for various architectures (simple to complex); expert systems; system application prototyping; operating systems and hardware interfaces; database structures, location, and data elements; and/or system benchmarking and performance evaluation. The IS Analyst works closely with the IS Engineers and others to coordinate the analysis, design, and implementation of information systems to meet user needs. The IS Analyst may provide technical direction for software development tasks, including reviewing work products for correctness and adherence to the design concept and to user standards. The IS Analyst has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

Requirements:

Senior: Bachelor's degree (or equivalent*) and a minimum of eight years of experience in IS analysis and design. Three of the eight years of experience must include recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. The IS Analyst must possess functional knowledge of job order specific requirements and have experience in developing functional and system requirements for transportation and logistics IS. The IS Analyst will demonstrate proven ability to work independently or under only general direction for completing IS analysis job orders. Senior staff may guide Middle and Junior staff on assigned work.

Middle: Bachelor's degree (or equivalent*) and a minimum of five years of experience in IS analysis and design, at least three years of which must reflect recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. Middle IS analyst experience demonstrates responsibility for planning, organizing, and conducting project tasks, with minimal direct supervision required by Senior staff.

Junior: Bachelor's degree (or equivalent*) and a minimum of three years of experience in IS analysis and design, at least one year of which must reflect recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. Junior IS analysts will demonstrate some responsibility for planning, organizing, and conducting project task, under the supervision of Senior staff.

IS Programmer

Functions:

The IS Programmer performs programming, testing, debugging, troubleshooting, documentation, and support for IS projects on large mainframes, super-mini, mini, and/or micro-computers. The IS Programmer demonstrates experience in the full range of programming functions in at least one programming language, one database management system other than MS Access, and at least one operating system. Work may involve the use of database management software and/or general purpose commercial application software in the development of application programs. Programming tasks may involve at least one of the following technical areas: digital information communications and interchange applications; graphic user interface (GUI) tools; database management systems; web-based intranet/internet applications; client/server applications; multiple network/operating systems; and integration of custom code with COTS code. The IS programmer should be conversant with Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

Requirements:

Senior: Bachelor's degree (or equivalent*) and a minimum of eight years of applicable IS experience involving software development, typically with client/server or web-based applications. Experience must include a minimum of five years of successful demonstration of skills in one of the above technical areas. Senior-level programmers will demonstrate responsibility for successfully executing project programming tasks independently with no required technical supervision. Senior staff may guide Middle and Junior staff on assigned work.

Middle: Bachelor's degree (or equivalent*) and a minimum of five years of applicable IS experience involving software development, typically with client/server or web-based applications. Middle-level programmers will demonstrate responsibility for successfully executing project programming tasks independently, with little required technical support from senior staff. Experience must include a minimum of three years of successful demonstration of skills in one of the above technical areas.

Junior: Bachelor's degree (or equivalent*) and ability to develop software, typically with client/server or web-based applications. Junior programmers will demonstrate responsibility for performing project programming tasks, with some technical supervision of Senior and Middle staff. Experience must include a minimum of one year of successful demonstration of skills in one of the above technical areas.

System Administrator

Functions:

The System Administrator operates, supervises, and manages the daily operation, security, and performance of information systems, including (but not limited to) networks, communication systems, databases, web servers, and other technologies that require ongoing management. The System Administrator demonstrates experience in a range of system administration functions, including applying security and update patches and other preventive maintenance; monitoring system performance; performing system performance tuning and trouble-shooting; optimizing system operation and resource utilization; performing system capacity analysis and planning; monitoring event and security logs; ensuring system integrity through regular back-ups, fail-safe, and recovery operations based on standard operating procedures; verifying that systems are in compliance with applicable IS security policies, procedures and guidelines; allocating and managing user

accounts and privileges; and operating call logs and/or customer support functions. The System Administrator should be conversant with Federal standards and other guidelines related to the development or operation of secure systems.

Requirements:

Senior: Bachelor's degree (or equivalent*) and a minimum of eight years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of five years of successful demonstration of skills in one of the above technical areas. Senior-level System Administrators will demonstrate responsibility for successfully executing system operation tasks independently with no required technical supervision.

Middle: Bachelor's degree (or equivalent*) and a minimum of five years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of three years of successful demonstration of skills in one of the above technical areas. Middle-level System Administrators will demonstrate responsibility for successfully executing system operation tasks independently with little required technical support from Senior staff.

Junior: Bachelor's degree (or equivalent*), and a minimum of two years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of one year of successful demonstration of skills in one of the above technical areas. Junior-level System Administrators will demonstrate responsibility for performing system operation tasks with some technical supervision by Senior and Middle staff.

Technical Documentation Specialist

Functions:

The Technical Documentation Specialist performs preparation, production, and configuration management of formal documentation for IS, including paper and electronic documents, on-line help systems, and web-based documents. The Technical Documentation Specialist provides expertise in the design, development, format, and preparation of a wide variety of IS documentation, including user guides, documentation guidelines, and IS documents covering the spectrum of job orders described in the Statement of Work (SOW), Section C.4. The Technical Documentation Specialist demonstrates responsibility for collecting, ordering, tracking, inputting, transferring, and verifying data and information for specified databases.

Requirements:

Bachelor's degree (or equivalent*) and a minimum of five years of experience with a demonstrated ability in technical document preparation using automated documentation tools.

Administrative Specialist

Functions:

The Administrative Specialist performs records management, documentation preparation, and program and administrative management activities, along with a variety of other clerical functions. Administrative Specialist tasks generally focus on one or more of the following areas: writing, editing, or preparing technical or IS documentation; maintaining project files; preparing memoranda of a technical and/or managerial nature; and maintaining logs relating to work in progress, meetings, etc. Documentation often will involve job order plans, status reports, travel, flow diagrams, graphics, etc.

Requirements:

Two years of experience, at least one year of which must include typing/editing of technical and/or IS documentation, routine input of data into computerized files, and use of computer applications such as word processing, spreadsheets, and databases.

*** Equivalency Table**

Labor Category	Qualifications Degree Only	Qualifications Degree + Experience	Qualifications Experience only
IS Project Manager	N/A	BA/BS plus 12 years MA/MS plus 10 years Ph.D. plus 7 years	15 years ♦
Subject Matter Expert	N/A	MA/MS plus 10 years	15 years ♦
IS Senior Engineer IS Senior Analyst IS Senior Programmer Senior System Administrator	N/A	BA/BS plus 8 years MA/MS plus 6 years Ph.D. plus 3 years	11 years ♦
IS Middle Engineer IS Middle Analyst IS Middle Programmer Middle System Administrator Technical Documentation Specialist	Ph.D.	BA/BS plus 5 years MA/MS plus 3 years	8 years ♦
IS Junior Analyst		BA/BS plus 3 years	
IS Junior Engineer Junior System Administrator	MA/MS	BA/BS plus 2 years	5 years ♦
IS Junior Programmer		BA/BS plus 1 year	3 years ♦
Administrative Specialist	BA/BS	N/A	2 years
♦ When experience only is substituted, approval of the CO, or designee is required.			

In addition, the contractor may, at the job order level and on a case-by-case basis, offer to the CO a candidate with special or market-scarce skills/qualifications for consideration in any of the labor categories cited above.

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING (MAY 1999)

The contractor shall ensure that all items are preserved, packaged, packed, and marked in accordance with best commercial practices to meet the packing requirements of the carrier and ensure safe delivery at destination.

D.2 MARKING (MAY 1999)

All items submitted to the Government shall be clearly marked as follows:

1. Name of contractor;
2. Contract number;
3. Task or job order number (if applicable);
4. Description of items contained therein;
5. Consignee's name and address; and
6. If applicable, packages containing software or other magnetic media shall be marked on external containers with a notice reading substantially as follows: "CAUTION: SOFTWARE/MAGNETIC MEDIA ENCLOSED. DO NOT EXPOSE TO HEAT OR MAGNETIC FIELDS".

SECTION E – INSPECTION AND ACCEPTANCE

E.1 FEDERAL ACQUISITION REGULATION (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this /these addresses:

Federal Acquisition Regulation: <http://www.arnet.gov/far>

Department of Transportation Acquisition regulations: <http://www.dot.gov/ost/m60/tamtar>

FAR (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.246-3	INSPECTION OF SUPPLIES - COST-REIMBURSEMENT	MAY 2001
52.246-4	INSPECTION OF SERVICES - FIXED-PRICE	AUG 1996
52.246-5	INSPECTION OF SERVICES - COST-REIMBURSEMENT	APR 1984
52.246-16	RESPONSIBILITY FOR SUPPLIES	APR 1984

E.2 GOVERNMENT REVIEW AND ACCEPTANCE (MAY 1999)

Technical inspection and acceptance of all work, performance, reports, and other deliverables under this contract shall be performed at the location specified in an individual task order. The task order shall also designate the individual responsible for inspection and acceptance as well as the basis for acceptance. Task order deliverable items rejected shall be corrected in accordance with the applicable clauses.

Unless otherwise stated in the individual task order, the Government requires a period not to exceed 30 calendar days after receipt of the final deliverable item(s) for inspection and acceptance or rejection. Final acceptance rests with the CO or designee.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this /these addresses:

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/tamtar>

FAR (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.242-15	STOP WORK ORDER-ALTERNATE I (APR 1984)	AUG 1989
52.247-34	F.o.b. DESTINATION	NOV 1991
52.247-55	F.o.b. POINT OF DELIVERY FOR GOVERNMENT-FURNISHED PROPERTY	APR 1984

F.2 TRANSITION PERIOD

The transition period shall be for up to 90 calendar days immediately following contract award in accordance with the contractor's transition plan as accepted by the Government (See Section C.2., CLIN 0001).

F.3 PERFORMANCE PERIOD (MAY 1999)

This contract shall become effective on the date the CO signs the contract. The ordering period will begin on the date of contract award and will continue, after the completion of the contract Transition Period, for five (5) years thereafter (i.e., term of the contract). Also see the clause in Section I.1 entitled, Ordering (FAR 52.216-18).

The performance period shall continue until the time specified in the clause in Section I.1 entitled Indefinite Quantity (FAR 52.216-22).

Individual Task Orders will specify a beginning date (OF 347, Block 1) and an ending date (Section F therein). Costs incurred prior to the beginning date or after the ending date shall not be directly allowable without the written consent of the CO (modification).

F.4 PLACE OF PERFORMANCE (JULY 2004)

The services to be provided under this contract shall be provided at the following locations:

DOT/RITA/Volpe National Transportation Systems Center
55 Broadway
Cambridge, MA 02142-1093

and at other locations as designated in individual job orders.

F.5 DOCUMENTATION OF COMPUTER PROGRAMS (MAR 2005)

The contractor shall fully document all computer programs under its purview and, in so doing, comply with documentation standards such as the traditional MIL-STD-498 or the more current standard, IEEE/EIA 12207. Unless otherwise specifically agreed to by the CO in writing, the contractor shall deliver the computer program source and object code accompanied by the appropriate support documentation. See System Documentation in Section C.4.C.3.g. above for the required document types.

F.6 RIGHTS IN DATA (DEC 1998)

All data first produced in the performance of this contract, including software, shall be delivered with unlimited Government rights unless otherwise agreed to in writing by the CO when granting permission claim to copyright as required by FAR 52.227-14(c).

F.7 WARRANTIES (MAY 1999)

With respect to equipment or supplies acquired under this contract, title of which will pass to the Government, the contractor shall ensure that any warranties, together with rights to replacement, service, or technical assistance, shall run to or automatically be assigned to the Government.

F.8 LICENSES (MAY 1999)

With respect to any computer software, databases, or other licensed product acquired for use by the Government, the contractor shall ensure that the license, together with any associated rights, shall run to or automatically be assigned to the Government.

F.9 DELIVERY SCHEDULES

<u>Deliverable</u>	<u>Schedule</u>	<u>Deliver To</u>
1. Transition Plan	Within two weeks of contract award (C.2)	CO & COTR
2. RYG Report Formats	Within 30 days of contract award (C.3.A.1)	COTR
3. RYG Project Summary Reports	Quarterly, by the 20 th of February, May, August and November (C.3.A.1)	COTR
4. Program Review	Twice yearly as scheduled by COTR (C.3.A.1)	COTR
5. Project Management System	By the first day of the initial performance period (C.3.A.2)	COTR
6. Contract Profile Report	Within 10 days of contract award, updated as changes occur, and submitted every month (C.3.A.3)	CO & COTR
7. Contract Resumes	As requested by the Government (C.3.A.3)	CO & COTR
8. Contract Management and Administration Job Order Plans	Within 20 calendar days prior to the beginning of each fiscal year (C.3.A.4)	COTR

9. Cost Recovery Reports	Within 30 calendar days after the end of fiscal quarters 1 and 2 and as requested in the last six months of each fiscal year (C.3.A.4)	COTR
10. Initial Quality Control Plan	Within 30 calendar days of effective date of contract (C.3.A.5)	COTR
11. 1 Annual Quality Control Plan	Within 30 calendar days after the end of each contract year (C.3.A.5)	COTR
12. Initial Configuration Management Plan	Within 30 calendar days of effective date of contract (C.3.A.5)	COTR
13. Annual Configuration Management Plan	Within 30 calendar days after the end of each contract year (C.3.A.5)	COTR
14. Form Z and Job Order Plans	As job orders are generated (C.3.B.2)	CO/COTR/Job Order Initiators
15. Central Job Order Files	As job orders are generated, as requested by the Government, and at the conclusion of the contract (C.3.B.2)	CO or COTR
16. Job Order Deliverables	As specified in Job Order Plans and Form Zs (Section J, Attachment J.3)	Job Order Initiators
17. Initiator Funding Report	Weekly via e-mail (C.3.B.2)	Job Order Initiators
18. Status Reports	As specified in job order plans and quarterly, by the 10 th day of February, May, August and November (C.3.B.2)	Job Order Initiators/COTR
19. Contract Labor Reports	Monthly by the 10 th of each month (C.3.B.3)	COTR
20. UAS Input Files - Preliminary	Weekly, all files for the previous week's activity are due by COB Monday (C.3.B.3 and Section J., Attachment J.4)	UAS Manager
21. UAS Input Files - Final	Weekly, all files for the previous week's activity are due by noon on Wednesday (C.3.B.3 and Section J, Attachment J.4)	UAS Manager
22. Property Reports	By September 15 th of each calendar year (C.3.B.4 and I.10)	CO & COTR
23. Designation of On-Site Safety Representatives	Within 10 calendar days of contract award and whenever changed (H.14. (2))	CO
24. Certificates of Insurance Policies	Within 10 days of contract award (H.6)	CO
25. IT Security Plan	Within 30 calendar days of contract award (H.8 (2.b))	CO

SECTION G - CONTRACT AND ADMINISTRATION DATA

G.1 TRANSPORTATION ACQUISITION REGULATIONS (TAR) 1252.242-73 CONTRACTING OFFICER'S TECHNICAL REPRESENTATION (OCT 1994)

The CO may designate Government personnel to act as the CO's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies and services, including construction and other functions of a technical nature. The CO will provide a written notice of such designation to the contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

The CO cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the CO.

G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION (MAR 2005)

Contracting Officer: The Contracting Officer (CO) has the overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to his/her authorized representatives.

Administrative Contracting Officer: An Administrative Contracting Officer (ACO) may be designated by the CO. The duties of an ACO include, but are not limited to, analyzing and making recommendations on the contractor's proposals, offers, or quotations upon request of the CO and approving contractor's invoices in accordance with the terms of the contract.

Job Order Initiator: The CO may designate the Job Order Initiator in a job order to act as a representative of the CO to perform the duties of the COTR in connection with the technical oversight of individual job orders.

The CO, the ACO, the COTR, and Job Order Initiators are, unless otherwise indicated, located at:

DOT/RITA/Volpe National Transportation Systems Center
55 Broadway
Cambridge, MA 02142-1093

G.3 ACCOUNTING AND APPROPRIATION DATA (MAY 1999)

Each individual task order shall specify the accounting and appropriation data from which payment shall be made.

G.4 PAYMENTS UNDER COST REIMBURSEMENT CONTRACTS (MAR 2005)

A. One original and five copies of an invoice or contract financing requests shall be submitted, covering the amount claimed to be due, services rendered, and cost incurred thereunder. Under IDIQ contracts, separate invoices or contract financing requests must be submitted for each task. However, all interim payment requests for tasks under the contract must be submitted concurrently. The contractor shall submit a last interim invoice for each task order. This shall include a complete list of invoices previously

tendered under the task order. The last interim invoice shall consist of the completion invoice (clearly identified in accordance with FAR 52.216-7) prior to the establishment of final annual indirect rates. The last interim invoice shall be submitted within six (6) months of the task order's physical completion. If changes to this invoice become necessary as a result of Government review, the contractor shall submit a corrected last interim invoice. The contractor shall submit this invoice, along with the contractor's release form, DOT F 4220.4, to the CO, following the final adjustment of its annual indirect rates per FAR 52.216-7.

B. In addition to the information required by FAR 52.216-7 and FAR 52.232-25 incorporated by reference in Section I, an invoice or contract financing payment request must meet the following requirements:

Consecutively number each interim payment request beginning with No. 1 for each task.

The voucher shall include current and cumulative charges by major cost elements such as direct labor, overhead, subcontracts, and other direct costs. Cite direct labor hours incurred by the prime contractor and each subcontractor. Other direct costs must be identified, e.g., travel, per diem, material, and equipment.

Requests for contract financing or invoices must clearly indicate the period of performance for which payment is requested and the Volpe Center accounting information necessary to process payments. When contracts or task orders contain multiple lines of accounting data, charges that cannot be assigned to a single line of accounting information should be allocated based on the percentage of total dollars unless otherwise specified.

When the contractor submits vouchers on a monthly basis, the period covered by invoices or requests for contract financing payments must be the same as the period for monthly progress reports reported under the contract or tasks. If, in accordance with FAR 52.216-7, the contractor submits requests for invoices or contract financing payments more frequently than monthly, one payment request per month must have the same ending date as the monthly progress report.

Pending settlement of the final indirect rates for any period, the contractor shall be reimbursed at billing rates approved by the Cognizant Federal Agency (CFA). The contractor shall ensure that any change in the identity of the CFA responsible for establishment of its indirect rate factors is made known to the Volpe Center CO. These rates are subject to appropriate adjustments when revised by mutual agreement or when the final indirect rates are settled either by mutual agreement or unilateral determination by the CFA (see FAR 42.704). In accordance with FAR 52.216-7, the contractor shall submit to the CFA a proposal for final indirect rates based on the contractor's actual costs for the period, together with all supporting data. In addition, contractors are required by the CFA to submit billing rate proposals, usually no later than thirty (30) days after the close of its fiscal year for the ensuing fiscal year to the CFA. Copies of the cover letter submitting the proposal must be provided to the Volpe Center CO. The contractor's failure to provide the rate proposal in a timely manner may impact payment of financing requests and could ultimately result in suspension of the indirect expense portion. The contractor shall provide copies of all rates established by the CFA to the Volpe Center CO. It is imperative that the CO be provided signed copies of all rate agreements since these rate agreements must be in the possession of the Volpe Center before any rates contained therein can be used by the contractor for cost reimbursement. The contractor should note that absence of final rates determination does not relieve the contractor of its responsibility under the Limitation of Funds or Limitation of Costs clauses to report in a timely manner to the CO when it has reason to believe its costs may exceed the total estimated cost or funds allotted to the task order.

G.5 VOUCHER REVIEW (MAR 2003)

The Government may at its sole discretion utilize a contractor to review vouchers and supporting data submitted for payment under the provisions of this contract. The contractor reviewing vouchers and supporting data will perform this function in accordance with contract provisions which prohibit disclosure of proprietary financial data or use of such data for any purpose other than to perform accounts payable services.

G.6 EXTENDED WORK WEEK AUTHORIZATION (JUL 2004)

The contractor shall submit all requests for an extended work week to the COTR for approval. All requests must be supported in writing by the appropriate job order initiator. Any request for an extended work week that would have an impact on estimated job order cost must be further supported by an authorized modification to the job order. (NOTE: This extended work week approval process does not replace or supercede the requirements of either FAR Clause 52.222-2 "Payment for Overtime Premiums" or FAR Clause 52.222-41 "Service Contract Act of 1965, as Amended," both of which are contained in Section I of this contract.)

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 SECURITY MEASURES ON THE VOLPE CENTER PREMISES (MAR 2005)

Any work under this contract which is performed on site at the Volpe Center is subject to all provisions of this contract governing the work and the security requirements in place at the Volpe Center. The contractor should coordinate compliance with the CO and COTR.

1. The contractor is responsible for ensuring that personnel follow the security requirements and regulations of the Volpe Center Security Operations Office.
2. The contractor is responsible for obtaining a copy of the Volpe Center's security requirements/regulations, Volpe Center Order 1600.3, Admittance to Volpe Center Buildings.
3. All items of Government Property are subject to the Volpe Center's security regulations.
4. In order to obtain items such as room keys, parking permits, and Identification Badges, the contractor shall:
 - a. Submit a written request for these items of property to the CO and COTR who will make arrangements with the Volpe Center Security Operations Office for obtaining these items.
 - b. The contractor shall submit, within ten (10) calendar days of contract award, a list of its on-site employees to the Volpe Center CO and COTR (See Section C.3.A.3). Once the list is submitted, the contractor will notify the CO and COTR of any staff changes when they occur and shall update the list of on-site employees monthly.
 - c. When an employee resigns or is terminated or reassigned, the contractor shall provide written evidence to the CO and COTR of the return of the items of Government Property noted in (4) above. The return of these items of property shall be coordinated with the Volpe Center Security Operations Office.

H.2 HOURS OF WORK (DEC 1998)

Contractor and subcontractor employees performing work under this contract on Volpe Center premises shall adhere to the Volpe Center's established business hours except as may be required by this contract to accomplish the performance of the work or except as may be required by the CO or his/her designated representative.

The Volpe Center will be closed during the 10 holidays observed by the Federal Government on a yearly basis. The listed Federal holidays are the only holidays observed:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When Government employees are excused from duty without loss of pay by Executive Order or by official closing of the Volpe Center, contractor employees who are assigned for duty at the Volpe Center may be similarly excused by the contractor if they are ready, willing, and able to work. However, direct reimbursement for the cost of salaries and wages for these excused absences will only be made in emergency situations (e.g. severe weather, natural disasters) as determined by the CO or his/her designated representative. The CO or his/her designated representative will confirm official closings. **This in no way relieves the contractor of its responsibility for continuing performance of critical requirements for which special instructions will be issued to the contractor by the CO or his/her designated representative.**

H.3 GPO PRINTING REQUIREMENT (DEC 1998)

All printing funded by this contract will be accomplished in conformance with Title 44, United States Code, regulations of Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by the Government Printing Office and the DOT.

H.4 INCIDENTAL HARDWARE/SOFTWARE (DEC 1998)

The acquisition for incidental hardware, software, or supplies may be appropriate on individual TOs in cases where the hardware/software is incidental to the performance of services to be provided under the TO and the Government may require the contractor to purchase hardware, software, and related supplies to support specific projects. Such requirements will be identified at the time a TO is issued or may be identified during the course of performance of a TO by the Government or the contractor. If the contractor identifies a requirement for miscellaneous supplies within the scope of a TO, the contractor shall submit to the Government a request for approval to purchase such materials. The request shall include a description of the specific items, direct cost, indirect cost, and rationale.

H.5 SALES TAX EXEMPTION (MAY 1999)

The Volpe National Transportation Systems Center, as part of the Department of Transportation, an agency of the United States, is an exempt purchaser. Accordingly, all purchases of personal property by this organization are exempt from state and local taxation.

The contractor will be provided with tax exemption certificates for the purpose of obtaining an exemption under this procurement for materials and equipment purchased under this procurement (see each individual task order). Notwithstanding the terms of the Federal, State, and Local Taxes Clause, the contractor shall state separately on its vouchers the amount of state sales tax, and the Government agrees to either pay the amount of the tax to the contractor or, where the amount of the tax exceeds \$250.00, to provide evidence necessary to sustain the exemption.

H.6 INSURANCE (FEB 2005)

The contractor shall comply with Section I, FAR Clauses 52.228-5 "Insurance-Work on a Government Installation" and FAR 52.228-7, "Insurance-Liability to Third Persons." The contractor shall secure, pay the premiums for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract. The contractor is responsible for providing insurance of the following types and minimum amounts:

- a. Workman's Compensation and Employees Liability Insurance as required by applicable statute, but not less than \$100,000.
- b. Comprehensive bodily injury liability insurance with limits of not less than \$500,000 for each accident.
- c. Property damage liability with a limit of not less than \$100,000 for each accident.
- d. Automotive bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property damage liability insurance, with a limit of not less than \$40,000 for each accident.

Each policy of insurance shall contain an endorsement that any cancellation or material change in the coverage adversely affecting the Government's interest shall not be effective unless the insurer or the contractor gives written notice of cancellation or change to the CO at least 30 calendar days prior to the aforementioned actions. When the coverage is provided by self-insurance, the contractor shall not change or decrease the coverage without the CO's prior approval.

A certificate of each policy of insurance shall be furnished to the CO within ten (10) days after notice of award certifying, among other things, that the policy contains the aforesaid endorsement. The insurance companies providing the above insurance shall be satisfactory to the Government. Notices of policy changes shall be furnished to the CO.

H.7 POSITION SENSITIVITY (MAR 2005)

In some instances, portions of the work under Section C will require contract personnel with security clearances at Confidential or Secret levels. The contractor shall be responsible for obtaining the appropriate security clearance from the Defense Investigative Service and for ensuring compliance by its employees and subcontractors(s) with the security regulations of the Government installation or contractor (or subcontractor) facility where work is to be performed

The contractor shall comply with DOT Order 1630.2B, Personnel Security Management. Due to the nature of the work performed by the Volpe Center's contractor employees, **moderate risk** has been designated as the minimum position sensitivity level for all contractor employees. However, the access certain contractor positions have to DOT facilities, sensitive information, and/or resources may require a higher risk sensitivity level. The job order initiator shall identify any exceptions to the moderate risk designation.

H.8 DOT INFORMATION SECURITY REQUIREMENTS (APR 2003)

1. Access to Sensitive Information.

- a. Work under this contract may involve access to sensitive information, as described in paragraph d. below that shall not be disclosed by the contractor unless authorized by the CO or designee. To protect sensitive information, the contractor shall provide training to any contractor employee authorized access to sensitive information and, upon request of the Government, provide information as to an individual's suitability to have such authorization. Contractor employees found by the Government to be unsuitable or whose employment is deemed contrary to the public interest or inconsistent with the best interest

of national security, may be prevented from performing work under the particular contract when requested by the CO or designee.

- b. The contractor shall ensure that contractor employees are: (1) citizens of the United States of America or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by U.S. Immigration and Naturalization Service documentation; and (2) have background investigations in accordance with DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall include the above requirements in any subcontract awarded involving access to Government facilities, sensitive information, and/or resources.
- d. Sensitive Information is proprietary data or other information that, if subject to unauthorized access, modification, loss or misuse, could adversely affect national interest, conduct of Federal programs, or privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress.”

2. Information Technology (IT) Services.

- a. The contractor shall be responsible for IT security for all systems operated by or connected to a DOT network, regardless of location. This includes any IT resources or services in which the contractor has physical or electronic access to DOT's sensitive information that directly supports the mission of DOT (e.g., hosting DOT e-Government sites or other IT operations). If necessary, the Government shall have access to contractor and any subcontractor facilities, systems/networks operated on behalf of DOT, documentation, databases and personnel to carry out a program of IT inspection (to include vulnerability scanning), investigation and audit to safeguard against threats and hazards to DOT data or IT systems.
- b. Within 30 days of contract award, the contractor shall develop and provide to the Government for approval, an IT Security Plan which describes the processes and procedures the contractor will follow in performance of this contract to ensure the appropriate security of IT resources developed, processed, or used under this contract. This Plan shall be written and implemented in accordance with applicable Federal laws including The Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), the Clinger-Cohen Act of 1996, and the Government Information Security Reform Act (GISRA) of 2000, and meet Government IT security requirements, including OMB Circular A-130, Management of Federal Information Resources, Appendix 111, Security of Federal Automated Information Resources; NIST Guidelines; Departmental Information Resource Management Manual (DIRMM) and associated guidelines; and DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall screen its personnel requiring privileged access or limited privileged access to systems operated by the contractor for DOT or interconnected to a DOT network in accordance with DOT Order 1630.2B, Personnel Security Management, and ensure contractor employees are trained annually in accordance with OMB Circular A-130, GISRA, and NIST requirements with a specific emphasis on rules of behavior.

- d. The contractor shall immediately notify the CO when an employee terminates employment that has access to DOT information systems or data.
- e. The contractor shall include the above requirements in any subcontract awarded for IT services.
- f. IT means any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information and as further defined in OMB Circular A-130 and the Federal Acquisition Regulation Part 2.

H.9 HANDLING OF DATA (MAY 1999)

The contractor and any of its subcontractors in performance of this contract may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions that restrict the Government's right to use and disclose the data and information, or which may be of such a nature that its dissemination or use other than in the performance of this contract would be adverse to the interests of the Government or other parties. Therefore, the contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to:

1. Knowingly disclose such data and information to others without written authorization from the CO unless the Government has made the data and information available to the public; nor
2. Use for any purpose other than the performance of this contract that data which bears a restrictive marking or legend.

In the event the work required to be performed under this contract requires access to proprietary data of other companies, the contractor shall obtain agreements from such other companies for such use unless such data is provided or made available to the contractor by the Government. Two copies of such company-to-company agreements shall be furnished promptly to the CO for information only. These agreements shall prescribe the scope of authorized use or disclosure and other terms and conditions to be agreed upon between the parties. It is agreed by the contractor that any such data, whether obtained by the contractor pursuant to the aforesaid agreement or from the Government, shall be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.

Through formal training in company policy and procedures, the contractor agrees to make employees aware of the absolute necessity to maintain the confidentiality of data and information, as required above, and further aware of the sanctions which may be imposed for divulging either the proprietary data of other companies or data that is obtained from the Government to anyone except as authorized. The contractor shall obtain from each employee engaged in any effort connected with this contract an agreement in writing that shall in substance provide that such employee will not during his/her employment by the contractor, or thereafter, disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Official Use Only") received in connection with the work under this contract. The contractor shall furnish a sample form of this agreement to the CO promptly after award.

The contractor agrees to include the substance of this provision in all subcontracts awarded under this contract. The CO will consider case-by-case exceptions from this requirement for individual subcontracts in the event that:

1. The contractor considers the application of the prohibitions of this provision to be inappropriate and unnecessary in the case of a particular subcontractor;
2. The subcontractor provides a written statement affirming absolute unwillingness to perform absent some relief from the substance of this prohibition;
3. The use of an alternate subcontract source would reasonably detract from the quality of effort; and
4. The contractor provides the CO timely written advance notice of these and any other extenuating circumstances.

Except as the CO specifically authorizes in writing upon completion of all work under this contract, the contractor shall return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the CO. Data obtained from another company shall be disposed of in accordance with the contractor's agreement with that company or, if the agreement makes no provision for disposition, shall be returned to that company. The contractor shall further certify in writing to the CO that all copies, modifications, adaptations, or combinations of such data or information which cannot reasonably be returned to the CO (or to a company) be deleted from the contractor's (and any subcontractor's) records and destroyed.

These restrictions do not limit the contractor's (or subcontractor's) right to use and disclose any data and information obtained from another source without restriction.

As used herein, the term "data" has the meaning set forth in Federal Acquisition Regulations, Clause 52.227-14, "Rights in Data - General," and includes, but is not limited to, computer software, as also defined in Clause 52.227-14.

H.10 NON-PERSONAL SERVICES (DEC 1998)

No personal services as defined in Part 37 of the FAR shall be performed under this contract. No contractor employee will be directly supervised by the Government. All individual employee assignments and daily work direction shall be given by the contractor's supervisor. If the contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any contractor employee, the contractor shall promptly notify the CO of this communication or action.

The contractor shall not perform any inherently Governmental functions under this contract. No contractor employee shall hold himself or herself out to be a Government employee, agent, or representative. In all communications with third parties in connection with this contract, contractor employees shall identify themselves as contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with this contract, the contractor employee shall state that they have no authority to in any way change the contract and that if the other contractor believes this communication to be a direction to change their contract, it should notify the CO for that contract and not carry out the direction until a clarification has been issued by the CO.

The contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

H.11 GOVERNMENT FURNISHED EQUIPMENT AND SERVICES (JUL 2004)

The Government will furnish all supplies, material, and equipment as identified in Section J, Attachment J.8 - Government-Furnished Property List, that are required for the work to be performed in Section C. This includes but is not limited to the following:

1. Office Equipment

The Volpe Center will make available to the contractor personnel the following items: desks, chairs, tables, bookcases, wastebaskets, convenience copiers, filing cabinets, office supplies, and similar furniture and equipment as determined by the COTR to be necessary for performing the services required.

2. Telecommunications Service

The Volpe Center will provide telephone equipment and service, including voice mail and facsimile machines, for use by contractor personnel under this contract when located at a Government facility for official use at no cost to the contractor as determined necessary by the COTR. The contractor shall be required to provide telephone service to personnel not located at a Government facility for official use in connection with the duties performed by the contractor under this contract as determined necessary by the COTR.

The Volpe Center will not provide cell phones and pagers under this contract. The contractor shall be required to provide cell phones and/or pagers as necessary for official use in connection with the duties performed by the contractor under this contract. Costs associated with cell phones and/or pagers shall be reimbursed by the Government when billed as ODCs.

3. Computers and Peripheral Equipment

The Volpe Center will provide computer workstations with basic software applications, including future technology refreshments (e.g., e-mail, Windows XP, Microsoft Office 2003), printers, and peripherals, for use by contractor personnel under this contract. The Volpe Center will connect these computers to the Volpe Center local area network and provide network support.

The Volpe Center will generally provide the above equipment and services directly. On occasion, with the prior approval of the CO and COTR, it may be preferable for the contractor to purchase equipment and supplies necessary for accomplishment of services required by the SOW/Section C and for the Government to reimburse the contractor for those purchases.

H.12 USE OF GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES

The contractor shall ensure that its employees and subcontractors use Government-furnished equipment (GFE), including, without limitation, computers, telephones, and modems and services provided by the Government, including, without limitation, telephone service, electronic mail, and internet services, only

in an authorized manner and consistent with applicable law and policies, orders, and regulations of the DOT and the Volpe Center as they may be amended from time to time (See DOT Orders H 1350.2 Ch. 14-3, and Volpe Order 1370.6A).

The Volpe Center routinely monitors use of the Internet and electronic mail for unauthorized use. The contractor must advise its employees and subcontractors that they should have no expectation of privacy while using GFE and services provided by the Government.

The contractor agrees to include the substance of this clause in company policy and procedures or employee rules of conduct and to include a statement that the contractor will take appropriate disciplinary action should violations occur. The contractor shall periodically remind its employees and subcontractors of this policy.

H.13 GOVERNMENT-CONTROLLED PROPERTY

Property assigned to the contractor for use under this contract will be identified in the Volpe Center Property System under a unique Property Management Area (PMA). The contractor shall assume responsibility for all property assigned to the contractor's PMA in accordance with Section I, GFP Clauses.

H.14 PERFORMANCE OF WORK AND SAFETY PROVISIONS ON GOVERNMENT PREMISES (MAR 2005)

Any work under this contract that is performed by the contractor or any of its subcontractors on premises that are under direct control of the Government is subject to the following provisions:

1. Performance of work on Government premises shall be confined to the area(s) specified by the CO or designee. In performance of this work, the contractor shall (a) conform to all safety rules and requirements as are in effect during the term of the contract; and (b) take such additional precautions as the CO may reasonably require for safety and accident prevention purposes.
2. The contractor shall designate to the CO or designee, in writing, an on-site safety representative.
3. Any violation of applicable safety rules and requirements shall be promptly corrected as directed by the CO.

H.15 TRAVEL (MAR 2005)

Travel directly related to the performance of work in accordance with Section C shall not be permitted unless authorized under a job order. All requests for travel must be approved by the job order initiator in writing in advance of travel taking place. The actual costs for lodging, meals, and incidentals will be considered reasonable and allowable if they do not exceed the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations. A written justification must be provided for higher amounts in special or unusual circumstances in accordance with the FAR Subpart 31.205-46.

Compensation for time in excess of eight hours a day is allowable only to the extent such compensation conforms to established compensation practices throughout the contractor's organization on non-Governmental work.

H.16 PARKING (FEB 2005)

At the time of contract award, the Government will provide on-site parking spaces for up to 45 percent of the contractor personnel assigned to work during the Volpe Center's hours of operation between 7 a.m. and 6 p.m. contractor personnel assigned to non-standard business hour shifts will not be considered part of the 45 percent allocation and will receive parking. These allocations are subject to change at the discretion of the Government.

H.17 OTHER DIRECT COSTS (MAR 2005)

Reimbursement of ODCs will be limited to those cost elements and amounts that are proposed by contract year without prior approval by the CO. The table below will be completed at time of award.

ODC Proposed	Amount				
	CY1	CY2	CY3	CY4	CY5

H.18 ISSUANCE OF TASK ORDERS (OCT 2001)

Under this contract, as firm work requirements materialize within the period of performance set forth herein and within the funds allotted hereunder, the CO will direct the contractor to perform work as generally described in Section C. The CO will issue such directions to the contractor in the form of TOs. Prior to issuance of any TO, the CO will discuss with the contractor the work to be performed, the timing thereof, and will negotiate the estimated cost thereof. In the event that an agreement cannot be reached on the estimated cost of any TO, the CO may unilaterally determine the estimated cost of that TO. In such event, the contractor may seek relief or remedies as set forth in Section I, Disputes Clause. Except as specifically provided herein, the Government makes no presentation as to the number of TO or the actual amount of work which will be assigned. The contractor shall not perform any work hereunder nor incur any cost hereunder until it receives a specific TO signed by the CO. Each TO will contain at a minimum the following:

1. Sequential number;
2. Type of TO (e.g. performance-based or level of effort (LOE));
3. Statement of the problem;
4. Scope of work effort;
5. Reporting requirements;
6. Time schedule of performance;
7. Estimated cost;
8. Required signature; and
9. Delivery, inspection, and final acceptance points.

If a TO will culminate in a report, the TO will specify the type of report and format required.

H.19 TASK ORDER LIMITATIONS (DEC 1998)

The issuance of TOs hereunder does not relieve the contractor of its responsibilities under Section I, FAR Clauses 52.2323-22, titled Limitation of Funds, and/or 52.232-20, titled Limitation of Costs. The applicable clause, Limitation of Funds, for incrementally funded TOs and Limitation of Costs, for fully funded TOs applies to individual TOs as well as to the contract as a whole.

Costs incurred under a TO shall relate only to the performance of the work called for in that TO. The level of effort or the funds allocated to a TO may not be applied to work under any other TO issued under the contract without the written authorization of the CO.

The term "TO" shall be substituted for "Schedule" wherever the word appears in FAR Clauses 52.232-20, Limitation of Cost, or 52.232-22, Limitation of Funds, as specified. In the event that fully funded job orders are issued under a TO, the provisions of the appropriate clauses shall apply to each job order as if it were a TO.

SECTION I - CONTRACT CLAUSES

I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/tamtar>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUNE 2003
52.204-2	SECURITY REQUIREMENTS	AUG 1996
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JAN 2005
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT	OCT 1997
52.215-11	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-MODIFICATIONS	OCT 1997
52.215-13	SUBCONTRACTOR COST OR PRICING DATA—MODIFICATIONS	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVISIONS	OCT 2004
52.215-18	REVERSION OR ADJUSTMENT OF PLANS OR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	OCT 1997
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA –MODIFICATIONS	OCT 1997

52.216-7	ALLOWABLE COST AND PAYMENT	DEC 2002
52.216-18	ORDERING	OCT 1995
	Fill-in: (a) five years from the date of contract award	
52.216-19	ORDER LIMITATIONS	OCT 1995
	Fill-ins: Paragraph (a): less than \$2,500	
	Subparagraph (b)(1): \$35,000,000	
	Subparagraph (b)(2): \$35,000,000	
	Subparagraph (b)(3): Seven (7) Days	
	Paragraph (d): Seven (7) Days	
52.216-22	INDEFINITE QUANTITY	OCT 1995
	Fill-in Paragraph (d): six months after the end of the term of the contract.	
52.217-8	OPTION TO EXTEND SERVICES	NOV 1999
	Fill-in: 30 calendar days before the end of the term of the contract	
52.219-4	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS	OCT 2004
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	MAY 2004
52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN	JAN 2002
52.219-16	LIQUIDATED DAMAGES – SUBCONTRACTING PLAN	JAN 1999
52.219-25	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM – DISADVANTAGED STATUS AND REPORTING	
52.222-2	PAYMENT FOR OVERTIME PREMIUMS	JUL 1990
	Fill-in: (a) zero	
52.222-3	CONVICT LABOR	JUN 2003
52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT – OVERTIME COMPENSATION	JUL 1995
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER VETERANS	DEC 2001
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	MAY 1989
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-10	WASTE REDUCTION PROGRAM	AUG 2000
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	AUG 2003
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-3	BUY AMERICAN ACT – NORTH AMERICAN FREE TRADE AGREEMENT - ISRAELI TRADE ACT	JAN 2005
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	DEC 2003

52.227-1	AUTHORIZATION AND CONSENT –	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-3	PATENT INDEMNITY	APR 1984
52.227-3	PATENT INDEMNITY (APR 1984) ALTERNATE I	APR 1984
52.227-12	PATENT RIGHTS - RETENTION BY THE CONTRACTOR (LONG FORM)	JAN 1997
52.227-14	RIGHTS IN DATA - GENERAL	JUN 1987
52.227-14	RIGHTS IN DATA – GENERAL (JUN 1987) ALTERNATE II (JUN 1987)	JUN 1987 JUN 1987
52.227-14	RIGHTS IN DATA – GENERAL (JUN 1987) ALTERNATE III (JUN 1987)	JUN 1987
52.227-16	ADDITIONAL DATA REQUIREMENTS	JUN 1987
52.227-19	COMMERCIAL COMPUTER SOFTWARE- RESTRICTED RIGHTS	JUN 1987
52.228-5	INSURANCE – WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.228-7	INSURANCE - LIABILITY TO THIRD PERSONS	MAR 1996
52.230-2	COST ACCOUNTING STANDARDS	APR 1998
52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING STANDARDS	APR 1998
52.230-4	CONSISTENCY IN COST ACCOUNTING PRACTICES	AUG 1992
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	NOV 1999
52.232-1	PAYMENTS	APR 1984
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	APR 1984
52.232-20	LIMITATION OF COST	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
52.233-1	DISPUTES (JUL 2002) - ALTERNATE I	DEC 1991
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.233-3	PROTEST AFTER AWARD (AUG 1996) – ALTERNATE I	JUN 1985
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.239-1	PRIVACY OR SECURITY SAFEGUARDS	AUG 1996
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES FIXED-PRICE*	AUG 1987

*Applicable to CLIN 0001 and 0004 only

52.243-2	CHANGES - COST-REIMBURSEMENT - -	AUG 1987
52.243-2	CHANGES - COST-REIMBURSEMENT (AUG 1987) - ALTERNATE II	APR 1984
52.243-7	NOTIFICATION OF CHANGES	APR 1984
52.244-2	SUBCONTRACTS	AUG 1998
52.244-2	SUBCONTRACTS (AUG 1998) – ALTERNATE II	AUG 1984
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.245-1	PROPERTY RECORDS	APR 1984
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)	MAY 2004
52.245-19	GOVERNMENT PROPERTY FURNISHED “AS IS”	APR 1984
52.246-25	LIMITATION OF LIABILITY - SERVICES	FEB 1997
52.247-63	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS	APR 2003
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-6	TERMINATION (COST-REIMBURSEMENT)	MAY 2004
52.249-14	EXCUSABLE DELAYS	APR 1984
52.251-1	GOVERNMENT SUPPLY SOURCES	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) CLAUSES

NUMBER	TITLE	DATE
1252.209-70	DISCLOSURE OF CONFLICTS OF INTEREST	OCT 1994
1252.223-71	ACCIDENT AND FIRE REPORTING	OCT 1994
1252.237-70	QUALIFICATIONS OF EMPLOYEES	OCT 1994
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	OCT 1994
1252.245-70	GOVERNMENT PROPERTY REPORTS	OCT 1994

I.2 FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of the Head of Contracting Activity and shall not be binding until so approved.

I.3 FAR 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

- (a) The contractor shall make the following notifications in writing:
- (1) When the contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
 - (2) The contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

- (b) The contractor shall-
 - (1) Maintain current, accurate, and complete inventory records of assets and their costs;
 - (2) Provide the ACO or designated representative ready access to the records upon request;
 - (3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the contractor's ownership changes; and
 - (4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each contractor ownership change.
- (c) The contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.4 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

See Section J, Attachment J.7 – U.S. Department of Labor Wage Determination

I.5 FAR 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (DEC 2004)

- (a) Definitions. As used in this clause -

"Commercial item" has the meaning contained in the Federal Acquisition Regulation 2.101, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

- (b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or non-developmental items as components of items to be supplied under this contract.

- (c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

- (i) 52.219-8, Utilization of Small Business Concerns (May 2004)(15 U.S.C. 637 (d) (2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

- (ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246);
- (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));
- (iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793);
- (v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201). Flow down as required in accordance with paragraph (g) of FAR clause 52.222-39).
- (vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

I.6 TAR 1252.215-70 KEY PERSONNEL AND/OR FACILITIES (OCT 1994)

(a) The personnel and/or facilities as specified in paragraph (c) are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel and/or facilities, as appropriate.

(b) Prior to removing, replacing, or diverting any of the specified individuals or facilities, the contractor shall notify, in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the contractor without the written consent of the Contracting Officer. The Contracting Officer may ratify, in writing, the change and such ratification shall constitute the consent of the Contracting Officer required by this clause.

CLIN	Organization Position or Labor Category	Key Personnel
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

I.7 TAR 1252.216-71 DETERMINATION OF AWARD FEE (OCT 1994) (Applicable only to CLIN 0002 and 0003)

The Government shall evaluate the contractor's performance at the end of each specified evaluation period(s) to determine the amount of award. The contractor agrees that the amount of award and the award fee methodology are unilateral decisions to be made at the sole discretion of the Government.

- (a) Contractor performance shall be evaluated according to a Performance Evaluation Plan. The contractor shall be periodically informed of the quality of its performance and areas in which improvements are expected.
- (b) The contractor shall be promptly advised, in writing, of the determination and reasons why the award fee was or was not earned. The contractor may submit a performance self-evaluation for each evaluation. The amount of the award is at the sole discretion of the Government, but any self-evaluation received within 30 days after the end of the current evaluation period will be given such consideration as may be deemed appropriate by the Government.
- (c) The Government may specify that a fee not earned during a given evaluation period may be accumulated and be available for allocation to one or more subsequent periods. In that event, the distribution of award fee shall be adjusted to reflect such allocations.

I.8 TAR 1252.216-72 PERFORMANCE EVALUATION PLAN (OCT 1994) (Applicable only to CLIN 0002 and 0003)

- (a) A Performance Evaluation Plan shall be unilaterally established by the Government based on the criteria stated in the contract and used for the determination of award fee. This plan shall include the criteria used to evaluate each area and the percentage of award fee (if any) available for each area. A copy of the plan shall be provided to the contractor 30 calendar days prior to the start of the first evaluation period.
- (b) The criteria contained within the Performance Evaluation Plan may relate to: (1) Technical (including schedule) requirements if appropriate; (2) Management; and (3) Cost.
- (c) The Performance Evaluation Plan may, consistent with the contract, be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the contractor within 45 calendar days prior to the start of the evaluation period to which the change will apply.

I.9 TAR 1252.216-73 DISTRIBUTION OF AWARD FEE (OCT 1994) (Applicable only to CLIN 0002 and 0003)

- (a) The total amount of award fee available under this contract is assigned according to the following evaluation periods and amounts:

Performance Period Number	Start Date	End Date	Maximum Available Award Fee
			CLIN 0002 CLIN 0003

(b) Payment of the base fee and award fee shall be made, provided that after payment of 85 percent of the base fee and potential award fee, the Government may withhold further payment of the base fee and award fee until a reserve is set aside in an amount that the Government considers necessary to protect its interest. This reserve shall not exceed 15 percent of the total base fee and potential award fee or \$100,000, whichever is less.

(c) In the event of contract termination, either in whole or in part, the amount of award fee available shall represent a pro rata distribution associated with evaluation period activities or events as determined by the Government.

(d) The Government will promptly make payment of any award fee upon the submission by the contractor to the contracting officer's authorized representative, of a public voucher or invoice in the amount of the total fee earned for the period evaluated. Payment may be made without using a contract modification.

I.10 TAR 1252.245-70 GOVERNMENT PROPERTY REPORTS (OCT 1994)

The contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

The report shall be submitted to the CO not later than September 15 of each calendar year on Form DOT F 4200.43, Contractor Report of Government Property.

**SECTION K – REPRESENTATION, CERTIFICATIONS, AND
OTHER STATEMENTS OF OFFERORS OR QUOTERS**

**K.1 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS
(JAN 2005)**

(a)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (b) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

- ☐ (i) Paragraph (b) applies.
☐ (ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted in ORCA.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR QUOTERS

L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffar.htm>
<http://www.dot.gov/ost/m60/tamtar/>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER.	OCT 2003
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 1991
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	APR 1991
52.215-1	INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION	JAN 2004
52.215-16	FACILITIES CAPITAL COST OF MONEY	JUN 2003
52.215-17	WAIVER OF FACILITIES CAPITAL COST OF MONEY	OCT 1997
52.215-20	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA ALTERNATIVE IV (OCT 1997)	OCT 1997
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.237-1	SITE VISIT	APR 1984

II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) PROVISIONS

NUMBER	TITLE	DATE
1252.209-70	DISCLOSURE OF CONFLICTS OF INTEREST	OCT 1994

(NOTE: THE FOLLOWING PROVISIONS ARE ALSO INCORPORATED BY REFERENCE INTO THIS SOLICITATION. PORTIONS OF THE TEXT OF THESE CLAUSES ARE SHOWN ONLY FOR THE PURPOSE OF IDENTIFYING REQUIRED FILL-IN ITEMS).

FAR 52.215-1 - INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION. (JAN 2004)

52.215-1(e)(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part - for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*].

FAR 52.215-20 - REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) -- ALTERNATE IV (OCT 1997)

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below: See L.6 - COST/BUSINESS PROPOSAL – INSTRUCTIONS TO OFFERORS.

L.2 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a [See Section B.1] contract resulting from this solicitation.

L.3 FAR 52.233-2 SERVICE OF PROTEST (AUG 1996)

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the CO (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

DOT/RITA/Volpe National Transportation Systems Center
Attn: Michael Leary, CO, DTS-853
55 Broadway
Cambridge, MA 02142-1093

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.4 GENERAL INFORMATION

L.4.A. PRE-PROPOSAL CONFERENCE AND SITE VISIT AND ELECTRONIC LIBRARY

A pre-proposal conference and site visit for all prospective Offerors will be held at the Volpe Center, 55 Broadway, Cambridge, Massachusetts 02142-1093, on TBD 2005, at 10:00 A.M. local time. Questions will be answered relative to this procurement. Directions to the Volpe Center may be found at the Center's Web site at <http://www.volpe.dot.gov/direct.html>

All prospective Offerors are urged to attend this conference. In order to make the conference as productive as possible, Offerors are requested to submit any questions they may have in writing by letter, fax, or by e-mail to the Contract Specialist, Donna Brickley, DTS-853, at:

DOT/RITA/Volpe National Transportation Systems Center
Attn: Donna Brickley, DTS-853
Ref: DTRT57-05-R-20106
55 Broadway
Cambridge, MA 02142-1093
Fax: (617) 494-3024
E-mail: Brickley@volpe.dot.gov

by noon local time on TBD 2005. The Offeror shall be limited to two (2) attendees. The Offeror is required to submit in writing to the Contract Specialist, Donna Brickley, the names and titles of the company officials planning on attending the conference at least five business days before the date of the conference.

Failure of a prospective Offeror to submit any questions or to attend the conference will be construed to mean that the Offeror fully understands all requirements of the solicitation. Prospective Offerors are advised that the pre-proposal conference will be held solely for the purpose of explaining the specifications, terms, and conditions for this solicitation. All prospective Offerors are advised that at the conclusion of the conference, unless this solicitation is amended in writing, it will remain unchanged; and if an amendment is issued, normal procedures relating to the acknowledgment and receipt of any such amendment shall be applicable.

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

An Electronic Vendor Reference Library will be posted on the Volpe Center web site along with this Request for Proposals (RFP). The library contains information about the Volpe Center mission and organization and information on the kinds of jobs currently performed within the on-site technical support services contract. Offerors are urged to download the library and also to browse the entire Volpe Center web site for general information about the work of Volpe Center. Failure to inspect the library or web site will not constitute grounds for a claim after contract award.

L.4.B. PROPOSAL IDENTIFICATION

For ease of reference, an Offeror's submissions covering factors other than cost; i.e., Technical Excellence, Management Approach, Transition Approach, Staffing, and Past Performance, will be referred to in this RFP as the "Technical Proposal."

L.4.C. AWARD WITHOUT DISCUSSIONS

The Government intends to evaluate proposals and award a single contract based on the initial offer (FAR 52.215-1(f)(4)). While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the CO will proceed to establish a competitive range and conduct negotiations with the firms in that range. It is particularly important that each Offeror be fully responsive in providing its best offer initially since there may be no opportunity to revise proposals at a later date. Offerors' initial proposals shall be reviewed to determine whether they satisfy the formal requirements of the solicitation. Those proposals determined by the Government to be so grossly and obviously deficient as to be totally unacceptable on their face may be eliminated from further consideration before the initial evaluation. Failure of Offerors to respond to or follow the instructions regarding the organization and content of the proposal volumes may result in the entire offer being eliminated before or during the initial evaluation.

An incomplete or deficient cost and price proposal will impede the CO from performing an analysis to determine probable cost to the Government and reasonableness of proposed costs. If an Offeror's initial Cost Proposal is so grossly deficient or ambiguous that a meaningful cost analysis cannot be performed, or proposed costs are not supported or do not track to the supporting data required by the cost exhibits, that Offeror's Cost Proposal may be excluded from evaluation.

L.4.D. CONSISTENCY BETWEEN TECHNICAL AND COST/BUSINESS PROPOSALS

Offerors are required to ensure that the technical and Cost/Business Proposals are consistent. All aspects of the Technical Proposal that impact cost, whether the cost treatment is direct or indirect, shall be identified in the Cost/Business Proposal. This includes, for example, ensuring that labor costs properly reflect salaries of persons whose resumes were submitted, including relocation costs for new hires.

Offerors shall identify in the Cost/Business Proposal those persons whose resumes were provided in accordance with Section C. Offerors must include the actual labor rates (based on salary divided by 2,087 hours) of those persons for whom resumes have been submitted and show clearly how those rates are incorporated into the category rates proposed.

L.4.E. INQUIRIES

Any inquiries or correspondence pertaining to the RFP (including any previously submitted in connection with the pre-proposal conference referenced at L.4.A.) must be received not later than 21 calendar days after issuance of this RFP. Address all written inquiries to:

DOT/RITA/Volpe National Transportation Systems Center
Attn: Donna Brickley, DTS-853
Ref: DTRT57-05-R-20106
55 Broadway
Cambridge, MA 02142-1093

The envelope must reference the solicitation number and the mail code. Questions may also be submitted by e-mail to Brickley@volpe.dot.gov or by fax at (617) 494-3024. Any questions received after this date will be answered only if determined by the CO to be in the best interest of the Government. **NO ORAL INQUIRIES WILL BE ANSWERED.** No question of any nature or form may be directed to technical personnel. Any additions, deletions or changes to this procurement will be made by amendment to the RFP. Each amendment will be identified by number and receipt thereof will be acknowledged by each Offeror. Consistent with the dissemination of the RFP, **any amendment will be posted on the Volpe Center Acquisition Management Division INTERNET web site** (<http://www.volpe.dot.gov/procure/index.html>) and no paper copies will be mailed to prospective Offerors.

L.4.F. SOLICITATION MAILING INSTRUCTIONS

To facilitate proper handling of the offer or amendment thereof, it is imperative that the outermost envelope/package that contains the offer/amendment be addressed in the format presented in the “Issued by” Block on page 1 of this solicitation. Packages must be clearly labeled with the solicitation number and with a statement that the contents are “Proposal Data – To Be Opened By Addressee Only.”

L.4.G. PROPOSAL SUBMISSION

Offerors are required to submit their proposals in three separate volumes as follows:

Volume I – Technical Proposal – Written Submission

- Section A of this volume must include the response to the four hypothetical tasks.
- Section B of this volume must contain the organizational chart and description, matrix, and resumes for the proposed staff for Contract Management, CLIN 0002, as well as a narrative description of the approach to project management, technical leadership, staffing fluctuations, and performance criteria and measures related to Contract Management, CLIN 0002.
- Section C of this volume must contain the organizational chart and description, matrix, and resumes for the proposed staff for Contract Administration, CLIN 0002 as well as a narrative description of the performance criteria and measures related to Contract Administration, CLIN 0002.
- Section D of this volume must contain the description of the proposed transition approach, critical success factors, draft transition plan, and the resume of the proposed Transition Manager for CLIN 0001.
- Section E of this volume must contain the required list of the Offeror’s current contracts, copies of past performance reports or explanations of efforts to obtain them, and summary descriptions of the five most relevant contracts.
- Section F of this volume must contain the requested staff resumes for CLIN 0003.

Volume II –Structured Oral Presentation Slides

This volume must contain hard copies of the slides the Offeror intends to present.

Volume III – Cost/Business Proposal

This volume must consist of the attached Standard Form 33 (Solicitation, Offer and Award), solicitation documents, cost schedules, information other than cost and pricing data, contract cost control plan, information on professional employees' compensation, and the Small Business Subcontracting Plan.

Each volume should be complete in itself so that evaluation of each part may be accomplished concurrently and evaluation of the non-cost factors may be made strictly on the basis of technical merit.

L.4.H. COPIES

The Offeror must submit one original and six (6) copies each of the Technical Proposal and structured oral presentation slides (Volumes I and II) and one original and three (3) copies of the Cost/Business Proposal (Volume III). The Cost Proposal must also be submitted on a virus-free compact disk compatible with Microsoft Office 2000. Mark the compact disk with the Offeror's name and RFP number.

L.4.I. TEXT

The text of the proposal shall be formatted on 8 1/2 by 11-inch paper with printing on one side only. Pages shall also be consecutively numbered. Type size shall be 11 point proportional, averaging not more than 14 characters per inch (reduction is not permitted). Exceptions to these restrictions are fold-out pages to 11 by 17 inches used for diagrams, charts, or graphic material that will count as one page. The text will be single spaced with minimum margins of 1 inch on the left, right, top, and bottom of the page.

L.4.J. BINDING

The volumes must be loose leaf and in binders which can be easily opened and closed.

L.4.K. BINDER COVER INFORMATION

All binders containing proposal material shall have spine labels containing the following information:

- Solicitation Number: DTRT57-05-R-20106
- Volume Number;
- Copy Number - each copy shall be numbered 1 of 7, 2 of 7, etc;
- Section/Tab - each binder shall be labeled with the Section/Tab identification for the information contained therein. For example, a binder containing Tabs 1-6 of Section E would be labeled "Section/Tab: E1 - E6". If Section/Tabs are not required for the Volume referenced, label "Section/Tab: N/A";

- Binder Number - if additional binders are needed for a specific Section they shall be numbered, 1 of 3, 2 of 3, etc. If only one binder per Section is used it shall be numbered, 1 of 1; and
- Offeror Identifier - place the word " Offeror: " with a blank line at the bottom of the binder label, for Government marking purposes.

DO NOT include ANY vendor identification on the spine or cover of the binder (either on the spine label or elsewhere).

L.5 TECHNICAL PROPOSAL -- INSTRUCTIONS TO OFFERORS

L.5.A. INTRODUCTION

Proposals must be structured in accordance with the instructions contained herein.

1. Organization and Appearance

The Offeror's Technical Proposal should be comprehensive and explicit. Elaboration of general corporate or company experience in non-related activities will detract from the quality of the proposal. All qualifications, experience, and capability should relate to the services required by the SOW/Section C. Legibility, conciseness, completeness, clarity of content, coherence, and brevity are important since they will facilitate the Government's evaluation procedure and will also assure maximum credit being properly assigned to the various aspects of the proposal.

2. Page Limits

The maximum number of pages that may be submitted is as follows (*note that the page limits described below may be revised in the final RFP*):

Response to Hypothetical Tasks: The total overall page limit for the Offeror's response is 25 pages for all hypothetical tasks combined.

Management Approach: The narrative description of the approach to project management, technical leadership, staffing fluctuations, and performance criteria and measures is limited to ten pages. The organization charts and matrices for contract management and contract administration are limited to one page each (four pages total). The narrative description of the roles and responsibilities is limited to ten pages. The resumes for proposed staff may not exceed an average of two pages per resume.

Transition Approach: The draft transition plan and description of critical success factors for the transition is limited to ten pages. The resume for the proposed Transition Manager may not exceed two pages.

Staffing: Resumes submitted for CLIN 0003 may not exceed an average of two pages per resume.

Past Performance: The total overall page limit for the summaries of the Offeror's five most relevant contracts (covering prime and subcontractors) is 15. There is no limit for the list of other current contracts required, for past performance reports, or for any information submitted by the Offeror to demonstrate that it has made its best efforts to ensure that customers provide past performance reports to the Volpe Center.

3. Process

The technical evaluation process has been designed to minimize the evaluation costs of both the Offeror and the Government. It reduces the Offeror's written submission to essential information that the Technical Evaluation Team will use to discriminate among Offerors.

After the receipt of offers (written proposals) by the Government, every eligible Offeror must make a structured oral presentation to the Government's Technical Evaluation Team. Paper copies of any slides to be used in the oral presentation are to be submitted in Volume II of the written Technical Proposal. Offerors may not change their presentation slides after this submission. The Technical Evaluation Team will not be provided with copies of the slides until immediately before each oral presentation. The purpose of this restriction is to assure Offerors of the fairness and integrity of the oral presentation process.

It is expected that the oral presentations will begin approximately 45 calendar days after the closing date for receipt of proposals. The presentations will be scheduled as tightly as possible, but the duration of the entire presentation process will be dependent upon the number of acceptable proposals received. The order in which Offerors will make their presentations to the Technical Evaluation Team will be determined by a drawing of lots by the CO after receipt of proposals. All Offerors will receive notification at least 14 calendar days in advance by facsimile transmission of letter and/or telephone of the date and time of their scheduled presentation. All Offerors will be asked to confirm their scheduled presentation date and time and to provide a list of their attendees and their company affiliation. Requests from Offerors to reschedule their presentations will not be entertained unless unusual and compelling reasons are presented to the CO. No rescheduling of presentations will be done unless determined necessary by the Government to resolve unanticipated problems or delays encountered in the presentation process.

L.5.B. PROPOSAL CONTENT

The Offeror's Technical Proposal shall consist of two parts as follows:

WRITTEN MATERIAL, including response to four (4) hypothetical tasks; contract administration and contract management organizational structure, matrix, and resumes; transition material; past performance material; and staff resumes.

STRUCTURED ORAL PRESENTATION, including (1) a technical approach presentation followed by a question-and-answer period, (2) questions and answers concerning the written response to hypothetical tasks, (3) a management approach presentation followed by a question-and-answer period, and (4) a transition approach presentation followed by a question-and-answer period.

1. VOLUME I – WRITTEN MATERIAL

a. RESPONSE TO HYPOTHETICAL TASKS

The Offeror shall respond to each hypothetical task as indicated by the Response section within each hypothetical task. Each response to a hypothetical task must identify the principal author. This author must be part of the key personnel proposed for CLINs 0002 or 0003.

The hypothetical tasks will be presented in the final RFP.

b. MANAGEMENT APPROACH

The Offeror shall:

- Describe its approach for providing effective planning, management, quality control, direction, cost control, and supervision of the work activities involved and the personnel performing them as described in CLIN 0002, Section C.3.A. The approach should identify project management systems and/or standards in place in the Offeror's organization to support project management activities described both in CLIN 0002, Section C.3., and CLIN 0003, Section C.4.
- Describe the approach for providing technical leadership for accomplishing the functions described in CLIN 0002, Section C.3.A of the SOW.
- Describe its approach for managing staffing fluctuations and skill mixes, including but not limited to new requirements for small (1 – 2 staff) projects with short (2 - 4 weeks) lead times, new requirements for various sized projects with moderate (2 – 3 month) lead times, and transitioning staff following both large and small project completions.
- Identify subjectively the five (5) most important performance criteria and related performance measures for accomplishing the work described in CLIN 0002, Section C.3.A., Contract Management.
- Identify subjectively the five (5) most important performance criteria and performance measures for accomplishing the work described in section described in CLIN 0002, Section C.3.B., Contract Administration.
- Describe the organizational structure for accomplishing the functions described in CLIN 0002, Section C.3.A, Contract Management, of the SOW. Roles, responsibilities, lines of authority, and LOE should be clearly described. Resumes for proposed staff regarded by the Offeror as key personnel shall be included. These staff will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract. At a minimum, the Program Manager shall be considered key personnel. Offerors shall include an organizational chart and a matrix that maps functions identified in the SOW/Section C to specific staff and LOE.
- Describe the organizational structure for accomplishing the functions described in CLIN 0002, Section C.3.B, Contract Administration, of the SOW. Roles, responsibilities, lines of authority, and LOE should be clearly described. Resumes for proposed staff regarded by the Offeror as key personnel shall be included. These staff will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract. Offerors shall include an organizational chart and a matrix that maps functions identified in the SOW/Section C to specific staff and LOE.

c. TRANSITION APPROACH

The Offeror shall submit a draft transition plan, based on a 90-calendar-day transition period, describing its approach to transition covering the topics listed below:

- Key transition personnel;
- Schedule of activities;
- Understanding of current workload and milestones;
- Minimizing disruption to ongoing tasks;
- Staffing projects, including retention of existing staff;
- Communications with key stakeholders; e.g., incumbent contractor management, incumbent staff, COTR, CO, and Volpe job order initiators;
- Project management systems;
- Understanding of and systems for tracking cost recovery; and
- Understanding of and interfacing with User Accountability System (UAS).

The Offeror shall describe five subjective (5) critical success factors for effecting the transition. The resume for the proposed Transition Manager shall be included and will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.

d. PAST PERFORMANCE

The Offeror shall submit its past performance information for both the Offeror and major (over 20 percent of the hours in the Cost/Business Proposal) proposed subcontractors. The Offeror shall submit this past performance data as a separate part of its proposals and it shall be clearly marked and identifiable.

Each Offeror will be evaluated on its performance under existing and prior contracts for similar products or services. Performance information will be used both for responsibility determinations and as an evaluation factor. Among the factors to be considered is the past performance of large business concerns in complying with Subcontracting Plan goals for small disadvantaged business concerns.

The Offeror must provide a list of contracts for similar products or services that it is currently performing or has completed within the past three years. Include the following information for each contract:

1. Name and address of customer
2. Contract number
3. Contract type
4. Total contract value
5. Description of contract work
6. Contracting Officer's address, telephone number and e-mail address
7. Contracting Officer's Technical Representative's address, telephone number and e-mail address
8. Administrative Contracting Officer's address, telephone number and e-mail address (if different from item 6)
9. List of major subcontractors
10. Assessment of relevance to requirements identified in this solicitation.

11. Whether any final or interim contract past performance report was or has been issued by the contracting agency. Copies of the final or most current past performance report must be submitted for the most relevant contracts as cited by the Offeror. Copies of reports on other than these contracts considered most relevant by the Offeror should not be submitted as part of the proposal but may be obtained by the Government if the Government considers the contracts relevant.

From the above list of contracts, the Offeror must select all contracts (but not to exceed five contracts) that it considers the most relevant in demonstrating its ability to perform the proposed effort. This list of most relevant contracts must be separated from the above list of contracts. The Offeror may also include information on problems encountered on the identified contracts and the Offeror's corrective actions.

The Offeror is responsible for making all reasonable efforts to ensure that a completed evaluation report is provided for each of the cited contracts by no later than the due date for receipt of proposals. If the contracting activity has completed a contractor evaluation report and provided a copy to the Offeror, particularly those completed in accordance with Subpart 42.15 of the FAR, a copy of this report is sufficient. If not, the Offeror is responsible for making all reasonable efforts to ensure that a copy of the performance evaluation report is provided directly to the Volpe Center CO or designee by the appropriate contracting activity's responding official by no later than the due date for receipt of proposals. If the contracting activity has not developed its own past performance evaluation report form, please refer that contracting activity to the Contractor Performance Report format found at National Institutes of Health Contractor Performance System website at: <http://cps.od.nih.gov/files/standardreport.doc>. This format, including the associated numeric ratings and criteria, should be used to submit the required past performance information for the proposal. Information contained in the evaluation reports shall be considered sensitive and shall not be released to other Offerors.

For all non-Federal Government references listed in the Offeror's proposal, the Offeror must send a Client Authorization Letter, included below as Exhibit A to the Technical Proposal Instructions, to assist in the timely processing of past performance evaluations. Client Authorization Letters must be mailed (or sent electronically by e-mail) to individual references by no later than the proposal submission date. The Offeror shall include a copy of all completed Client Authorization Letters (or e-mails) as part of the Past Performance submission.

The Government reserves the right to obtain additional information of relevant past performance history from any of the referenced contract contacts and from other Government sources. If the Government receives negative past performance information (indicating that performance was less than satisfactory) that is not accompanied by a response from the Offeror, a copy of the adverse information will be provided to the Offeror which will be given a limited period in which to provide a response. If no response is received from the Offeror within the specified timeframe, the negative past performance information will be evaluated as submitted.

If the Offeror has no relevant past performance history, it must affirmatively so state in its proposal. Offerors that state they have no relevant past performance history and Offerors that are unable to provide relevant past performance reports after making all reasonable efforts will not be evaluated favorably or unfavorably under this criteria, in accordance with FAR 15.305.

If the Offeror does not include relevant past performance history or does not affirmatively state that no relevant past performance history exists or can be obtained, the Offeror's proposal will be ineligible for award.

In submitting relevant past performance information, the Offeror may include information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

The overall page limit for the list of the most relevant contracts (including any information on the problems encountered on the contracts) is 15 pages.

Exhibit A

Client Authorization Letter

[*Company Name*]
[*Street Address*]
[*City, State/Province Zip/Postal Code*]
[*Date*]

[Recipient Name]
[Address]
[City, State/Province Zip/Postal Code]

Dear [Client]:

We are currently responding to the Volpe Center Request for Proposal No. _____ for the procurement of _____. The Volpe Center is placing increased emphasis in its acquisitions on past performance as a source selection evaluation factor. The Volpe Center requires Offerors to inform references identified in proposals that the Volpe Center may contact them about contract performance information.

If you are contacted by the Volpe Center for information on work we have performed under contract for your company/agency/state/local Government, you are hereby authorized to respond to Volpe Center inquiries.

Your cooperation is appreciated. Please direct any questions to _____.
(Offeror's point of contact)

Sincerely,
[*Your name*]
[*Your position*]

e. STAFFING

It is expected that there will be some turnover of staff at the commencement of the new contract, even if the incumbent contractor is the Awardee, and that the successful Offeror will need to provide additional staff in order to fully perform all required tasks beginning on day one of the new contract.

Accordingly, the Offeror shall provide the resumes described below that demonstrate the qualifications of the Offeror's proposed personnel in terms of its technical expertise, experience, education, capabilities, and accomplishments relevant to the functional area requirements of this contract.

The Offeror shall submit the number of resumes specified below for the following labor categories from CLIN 0003:

Labor Category	Number of Resumes
IS Project Manager	3
Subject Matter Expert	3
IS Senior Engineer	5
IS Senior Programmer	5
Senior Systems Administrator	1
IS Senior Analyst	5

The resumes shall be by name and shall include the position currently held by the individual, his/her responsibilities, total number of years with the firm, and a brief description of experience, education, and accomplishments. Proposed assignments shall be keyed to personnel requirements as shown in the SOW/Section C. In addition to applicable technical experience, resumes should reflect experience (if any) in managing and/or directing projects in a multi-task/multi-disciplinary/non-personal support services environment. Resumes should be provided for only those personnel for whom the Offeror can make a firm commitment to this contract. Any uncertainties and/or part-time staff assignments should be clearly identified. Resumes must also be verifiable in that relevant dates, names, and addresses of educational institutions and employers must be provided for all experience, education, and specialized training claimed. **The individuals whose resumes are submitted and accepted by the Government will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.**

f. SUMMARY OF REQUIRED RESUMES

The Offeror shall submit the number of resumes specified below by CLIN:

<u>CLIN #</u>	<u>CLIN Title</u>	<u>Number of Required Resumes</u>	<u>Description</u>
0001	Transition	1	Transition Manager
0002	Contract Management and Administration	Minimum of 1; no maximum limit	Program Manager resume required plus resumes for proposed staff regarded by the Offeror as key personnel for contract management and administration
0003	Information Systems	22	As specified in Section L.5.B.1.e

For all CLINs, the individuals whose resumes are submitted and accepted by the Government will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.

2. VOLUME II - ORAL PRESENTATION

The structured oral presentation shall consist of three separate sections: Technical Excellence, Management Approach, and Transition Approach. The structured oral presentation shall not encompass proposed price, cost or fee.

(note that the time limits described below may be revised in the final RFP):

ORAL PRESENTATION SCHEDULE				
	Evaluation Criteria	Topic	Time Limit	Presenters
1a.	Technical Excellence	Understanding of IS functions and portfolio of IS tasks	45 minutes	Program Manager and/or any of the Key Personnel for CLINs 0002 or 0003
		Break		
1b.	Technical Excellence	Structured Questions and Answers (Q&A) on Topic #1a above	Approximately 20	Presenters from #1a above
		Break		
1c.	Technical Excellence	Structured Q&A based upon written responses to Hypothetical Tasks	Approximately 20	Principal Author(s) of written response
		Break		
2a.	Management Approach	Understanding of Contract Management and Administration	45	Program Manager and/or any Key Personnel for CLIN 0002
		Break		
2b.	Management Approach	Structured Q&As on Topic #2a above	Approximately 20	Presenters from #2a above
		Break		
3a.	Transition Approach	Understanding, approach and allocation of resources for transition	25	Transition Manager and/or any Key Personnel for CLINs 0001, 0002 or 0003
		Break		
3b.	Transition Approach	Structured Q&As on Topic #3a above	Approximately 10	Presenters(s) from #3a above

a. Technical Excellence (CLIN 0003)

In order to allow evaluation of the Offeror's capability to provide transportation information project support services, the Offeror shall have 45 uninterrupted minutes to demonstrate its (1) understanding of IS identified in the SOW/Section C/SECTION C, in particular, its understanding of the relevant state-of-the-art, key transportation, and logistics issues and future directions for IS; and (2) understanding of and approach to the portfolio of IS tasks currently performed at the Volpe Center (see project summaries in the Electronic Vendor Reference Library that is located at to be identified.) The Offeror shall describe how it plans to meet the IS requirements of the contract and demonstrate that it has the necessary understanding, expertise, and experience to successfully accomplish the SOW/Section C. At the end of the presentation and after a short break, a structured question-and-answer period of approximately 20 minutes will take place.

After another short break following this first structured question-and-answer period, there will be an additional approximately 20-minute question-and-answer period at which the Offeror shall respond to questions concerning its response to the hypothetical tasks submitted in the written proposal.

b. Management Approach (CLIN 0002)

To allow a complete evaluation of the Offeror's capability to effectively and efficiently manage and administer the work represented by this contract as described in the SOW/Section C for CLIN 0002, the Offeror shall have 45 uninterrupted minutes to demonstrate its understanding, approach, and allocation of resources. The Offeror shall describe the capabilities and experience of its management team and organizational structure for overall contract management; describe key components of its processes/mechanisms for meeting contractual staffing requirements; describe its programs for project planning and management, quality control, cost control, staffing fluctuations, and configuration management; and describe its approach to performance of contract administration functions. The Offeror shall identify key management challenges and proposed strategies for meeting those challenges. At the end of the presentation and after a short break, a structured question-and-answer period of approximately 20 minutes will take place.

c. Transition Approach (CLIN 0001)

In order to allow complete evaluation of the Offeror's capability to transition to this contract as described in the SOW/Section C, CLIN 0001, the Offeror shall have 25 uninterrupted minutes to demonstrate its understanding, approach, and allocation of resources. The Offeror shall present its transition management plan; describe how it plans to meet the requirements of CLIN 0001; and demonstrate that it has the necessary understanding, expertise, and experience to accomplish a transition. At the end of the presentation, and after a short break, a structured question-and-answer period of approximately 10 minutes will take place.

It is the Government's assumption that the Awardee will reside within the Volpe Center complex at 55 Broadway, Cambridge, MA. Space and facilities plans should not be presented as part of Transition Approach.

3. LOGISTICS

a. Offeror's Media Presentation:

All presentations will take place at the Volpe Center, 55 Broadway, Cambridge, Massachusetts, in a meeting room sufficiently large enough to hold 20 people. The Offeror will present from the front of the room. The Government will videotape the presentations. The Government will provide a viewgraph overhead projector and screen for overhead slides; however, the Offeror may elect to use its own laptop and projector. If an Offeror brings its own equipment, it does so at its own risk. An Offeror's oral presentation will not be rescheduled due to failure of its equipment; therefore, the Offeror is strongly encouraged to prepare overhead slides to provide visual support for its their presentation.

NOTE: Due to internal Volpe Center security procedures for equipment being brought into the Volpe Center, the Offeror must arrive a minimum of 30 minutes in advance of its scheduled presentation time.

Slide text, whether presented via PowerPoint or overhead slides, must be black print on a white background. The Offeror may use colors other than black on white on graphical slides; – e.g., bar charts or pie charts, etc., – when color is useful in conveying information.

It is preferred that slide text conforms to the following or other similar type-face easily readable in an overhead slide presentation format.

Font: Times New Roman
Size of heading font: 44 points
Size of main text line font: 32 points
Size of sub text line font: 28 points
Lines of text per slide (i.e., number of bullets): no more than eight.

The above specifications of font sizes do not apply to captions and annotations on graphical slides. The purpose of these specifications is to reduce emphasis on the appearance of the presentation, as opposed to content, and to reduce the cost of presentations. The Offeror may place its name and company logo on the slides. The Offeror should not use meaningless design elements, such as lines, bars, swirls, etc. that may contribute to visual attractiveness but communicate no useful information.

There is no limitation on the number of slides that an Offeror may use. However, the production and use of an excessive number of slides may be detrimental to an Offeror's interest. The Government will not consider the slides to be stand alone documents or evaluate the information on the slides except as visual aids to the presentation. When reviewing and evaluating the structured oral presentations, the Government will not review any slide that was not projected and addressed during the presentation. What the presenters say will take precedence over the information that appears on the slides.

The Government will not accept for evaluation any documentation in addition to the information submitted with the proposal.

b. Participants and Attendees:

The Offeror's presentation must be made by the proposed Program Manager, individuals identified as key personnel, and principal authors of the responses to hypothetical tasks. The Offeror may bring no more than ten persons to the structured oral presentation, including no more than two non-presenting Offeror officials or employees. The Offeror may not use company senior or general managers or other employees or consultants to make any part of the structured oral presentation, including caucusing and responding to questions, unless these individuals meet the criteria above. During the question-and-answer sessions, all questions will be directed to the proposed Program Manager who may direct one or more members of the Offeror's team to respond.

To protect the integrity of the oral evaluation process, employees of firms that are included as subcontractors under more than one proposal shall not be allowed to participate. At the time of the notification of the date and time for its structured oral presentation, the CO will inform an Offeror if any of its proposed subcontractor participants are ineligible to participate.

The Offeror must direct its presentation to the Technical Evaluation Team. Other Government officials such as the CO, individuals with oversight roles, and an audio-visual specialist will also be in attendance at every presentation.

c. Structured Question-and-Answer Periods:

The Offeror will be presented a series of questions related to the Government's requirements and program objectives. The Offeror will have up to five minutes per question for response time. The Government may request clarification of any points arising from the Offeror's presentation or responses that are unclear. Any such interchange between the Offeror and the Government will not constitute discussions or communications within the meaning of FAR 15.306(a). The Offeror will not be able to modify its offer in response to questions or requests for clarification which may occur during such question-and-answer periods. The time required for clarifications will not be counted against the Offeror's time limit.

L.6 COST/BUSINESS PROPOSAL – INSTRUCTIONS TO OFFERORS

L.6.A. INTRODUCTION

Proposals must be structured in accordance with the instructions contained herein. The Cost/Business Proposal shall be submitted in three parts:

- Part I – Solicitation Documents;
- Part II – Information Other Than Cost and Pricing Data; and
- Part III – Subcontracting Plan and References.

L.6.B. PART I – SOLICITATION DOCUMENTS

Offerors shall submit a completed and signed Standard Form 33 (Section A, page 1, of the solicitation) and Section K – Representations, Certifications, and Other Statements of Offerors.

L.6.C. PART II – INFORMATION OTHER THAN COST AND PRICING DATA

1. GENERAL INSTRUCTIONS

Each Offeror is instructed to prepare its Cost/Business Proposal in sufficient detail to permit a thorough and complete evaluation by the Government without additional correspondence or communication with the Offeror. It is the Offeror's responsibility to ensure that it provides supporting documentation, historical information, and/or sound logical projections to support all aspects of its proposal with its initial offer. The proposal may be rejected should the Offeror or its subcontractor(s) fail to follow the proposal preparation instructions. The Cost Proposal must also be submitted on a compact disk with the Offeror's name and RFP number marked on the outside. It should be compatible with Microsoft Office 2000 and be virus-free.

a. Subcontracts

Subcontractors with estimated costs in excess of \$500,000 must follow the same proposal preparation instructions and complete the same schedules as the prime contractor except for those sections that clearly have no applicability to a subcontractor (i.e., a "Subcontracting Plan"). The subcontractor shall meet the same requirements for the Cost/Business Proposal as the prime contractor.

Subcontracts, regardless of dollar value, shall be adequately documented using the Cost/Business Proposal instructions to facilitate the Government's complete and meaningful review.

Information other than cost or pricing data furnished by a subcontractor shall be submitted to the Offeror. It is the responsibility of the Offeror to review and evaluate the subcontract proposal and its accompanying data. The Offeror shall furnish the results of the review and evaluation to the Government as part of its proposal submission. If a subcontractor elects to submit detailed, proprietary data directly to the Government, the prime Offeror should evaluate the subcontractor to the extent possible.

b. Performance Period

The performance periods for the transition period and five contract years are shown in the following table:

Transition (CLIN 0001)	February 1, 2006-April 30, 2006
Contract Management and Administration (CLIN 0002) and Information Systems Support (CLIN 0003)	
Contract Year One	May 1, 2006-April 30, 2007
Contract Year Two	May 1, 2007-April 30, 2008
Contract Year Three	May 1, 2008-April 30, 2009
Contract Year Four	May 1, 2009-April 30, 2010
Contract Year Five	May 1, 2010-April 30, 2011

c. Cost/Business Proposal Review

The Government, at its sole discretion, may arrange for a contractor to assist in the review of Cost/Business Proposals.

d. Government Site Overhead Rate

With few exceptions (for example, if corporate resources provide support from another business location), this contract shall be performed in a Government facility. The Government, therefore, anticipates that the Offeror (and its subcontractors) will use a field overhead rate; that is, an overhead rate that reflects the fact that the work is not being performed in the Offeror's own facility.

e. Disclosure Statement

The Offeror shall identify any indirect rates that are either being created to satisfy this requirement or are being used exclusively for this requirement. For those rates, the Offeror shall enclose a copy of its disclosure statement and indicate whether or not the disclosure statement has been reviewed and accepted by the Defense Contract Audit Agency (DCAA).

f. Indirect Rates

The Offeror must include in the Cost/Business Proposal all indirect rates to be used for this procurement on Schedule 6, Schedule of Indirect Rates and Factors. The Offeror shall provide a detailed list, by cost element, for each indirect pool proposed.

The Offeror shall disregard those rates identified on Schedule 6 which it does not maintain and shall use continuation sheets for additional rates whenever necessary. The Offeror shall indicate how and to what cost elements each indirect rate is applied.

The Offeror shall identify indirect rates which a Government audit agency has approved for forward pricing. If not approved, the Offeror shall state the basis of the proposed rate (for example, previous year's actuals, current fiscal year-to-date, business plan, etc.). The Offeror shall provide historical rate information, rationale, and other factors used to develop the proposed indirect rates used to cost the proposal. Also, the Offeror shall provide actual expense pool amounts, allocation bases, and rates which have been submitted to the DCAA (or other cognizant Government audit agency) in its overhead rate proposal for establishing final indirect rates.

For G&A rates proposed, the Offeror shall provide actual rates for the past three (3) years and shall indicate whether or not the rates were audited and accepted by DCAA.

g. Indirect Cost Rate Ceilings

The Offeror is strongly encouraged to include ceilings on all indirect rates used in the proposal. The ceilings for contract years one and two should be at the proposed rates. The use of ceilings increases in importance if any of the following apply: the indirect rate(s) are newly developed; there is little or no historical indirect rate information; historical rates fluctuate; there are no DCAA indirect rate recommendations available; or there are differences between proposed and DCAA-recommended

indirect rates. Proposed ceilings that deviate significantly from the proposed rates are not meaningful. The use or non-use of ceilings may impact the cost risk assigned by the Government. Composite ceilings will not be accepted.

h. Cost of Money

The Offeror shall attach supporting documentation.

i. Staffing Requirements

The Offeror must estimate staffing requirements necessary to accomplish the described statements of work in both the Transition and Contract Management and Administration CLINs (CLINs 0001 and 0002). The Government's current best estimate of direct labor hours, by labor category, required to perform the ISS requirement (CLIN 0003) for each contract year of this contract are provided in Section B.2. For proposal purposes, the Offeror shall use the Government's estimates for hours and skill mix.

The Offeror should explain its approach to staffing, including the percentage of the incumbent's staff it plans to retain. This must be consistent with the staffing approach described in the Technical Proposal for transition in Section L.5.B.1.c. If a significant percentage of the incumbent's staff is expected to be retained, the Offeror should describe how those employees will be integrated. This includes, for example, information about whether the staff will be hired at current salaries and whether fringe benefit seniority will be grandfathered, etc.

j. Government-Estimated Labor Rates

The Government's current best estimate of average unburdened labor rates required to perform CLIN 0003 are provided in the table below. The labor rates for CLIN 0003 are for contract year one and are based on salary divided by 2,087 hours. The Offeror may integrate the Government-estimated labor rates with other labor data, such as labor rates for its Key Personnel, to develop its estimated labor cost. Development of the labor cost should be clearly presented and consistent with the staffing approach described in Transition. Rationale for the Government-provided labor rates below is unnecessary. Alternatively, the Offeror may elect not to use the Government-provided labor rates at all but may employ a different approach to estimating labor cost. In that case, the Offeror shall not only show the calculations to develop its labor rates but must also provide support and rationale for the rates. Offerors are advised that proposing labor rates that are lower than those estimated by the Government may indicate a lack of understanding of the requirement and could cause the Government concern about contractor morale, workforce stability, and program continuity. This may be considered a risk if the rationale is not fully and convincingly presented and explained.

Information System Support	
IS Project Manager	not provided
Subject Matter Expert	not provided
IS Senior Engineer	to be determined
IS Senior Programmer	to be determined
Senior Systems Administrator	to be determined
IS Senior Analyst	to be determined
IS Middle Engineer	to be determined
IS Middle Programmer	to be determined
Middle Systems Administrator	to be determined
IS Middle Analyst	to be determined
IS Junior Engineer	to be determined
IS Junior Programmer	to be determined
Junior Systems Administrator	to be determined
IS Junior Analyst	to be determined
Technical Documentation Specialist	to be determined
Documentation Clerk *	to be determined

*Wage determination from Department of Labor (See Section J., Attachment J.7 - U.S. Department of Labor Wage Determinations).

k. Escalation

In the subject procurement, the Government does not consider escalation a valid discriminator. Therefore, the Government provides escalation factors below that the Offeror may elect to use for labor cost. An Offeror that proposes escalation higher than that provided should present its rationale. If an Offeror proposes escalation factors lower than those provided, it must present clear and convincing substantive support for the factors with particular attention to the Boston, MA, job market.

Calendar Year	2005	2006	2007	2008	2009	2010	2011
Escalation Factor	%	%	%	%	%	%	%

l. Other Direct Costs (ODC)

For purposes of proposal preparation, the Government distinguishes between two types of ODCs: those which are consistent among Offerors and/or would be difficult for Offerors to estimate (RFP-stipulated ODCs) and those costs which are a function of each Offeror's (and subcontractor's) accounting practices and must be estimated by the Offeror (Offeror-estimated ODCs).

Information about RFP-stipulated ODCs is included in the proposal preparation instructions in Section L.6.C.2.n.

An Offeror must provide an estimate for Offeror-estimated ODCs for every line item. An Offeror must clearly identify the different types of costs that may be direct costs in accordance with its disclosure statement or accounting practice, the amount for each cost, and the basis of the cost

estimate. During contract performance, only those costs identified by the Offeror in its proposal shall be billable during performance without prior CO approval. The amounts billable will be limited to the amounts proposed, by contract year. Offerors are discouraged from using “miscellaneous” but may do so provided the nature of the cost is identified and the amount is relatively insignificant.

m. Severance

The Offeror shall state its policy concerning the payment of severance cost, provide an estimate of any severance pay that may be due upon completion of the contract in accordance with its severance pay policy, and state how those severance costs will be recovered either through direct costs or through an indirect rate. If recovered through an indirect rate, the Offeror shall show clearly how the amount estimated above will be available for recovery under this specific contract. If severance is not proposed either directly or indirectly, it will not be recoverable.

n. Uncompensated Overtime

The Offeror shall not include uncompensated overtime as part of its Cost/Business Proposal. Given the level of the technical expertise required to fulfill the Government’s requirements and the on-site, dedicated staff called for under this procurement, use of uncompensated overtime represents a risk to the Government that may result in shortfalls in quality or level of service.

Although the Offeror’s estimated Cost Proposal must not include uncompensated overtime, FAR 52.237-10, Identification of Uncompensated Overtime, is incorporated in Section L. Consequently, if applicable, the Offeror must include with its proposal information on its uncompensated overtime practices as required by the clause.

The Government’s requirement is based on a 40-hour work week. During performance, employees may not draw from the Government requirement in excess of 8 hours per day, 40 hours per week, without prior Government approval.

o. Compensation

FAR clause 52-222.46 – Evaluation of Compensation for Professional Employees is incorporated in Section I. The Offeror must provide the detailed information concerning compensation and fringe benefits required by the clause.

In addition to detailed salary information, the Offeror shall provide policies on all employee benefits, including, but not limited to, vacation pay; sick or family leave pay; holidays; medical, dental, and life insurance plans; overtime and shift differentials; employee stock option plans; bonus plans or other incentive programs; retirement plans; policies concerning training and career development; credit or compensatory time; and transportation reimbursement benefits.

Offerors shall show how the compensation and fringe benefit information relates to and impacts the costs of the subject procurement. The Offeror shall provide cost information about each fringe benefit, including how the cost will be recovered. If recovered through an indirect rate, the Offeror shall show clearly how the amount estimated above will be available for recovery for this specific contract.

Non-incumbent Offerors shall state how the incumbent’s employees will be integrated into its company (for example, accrued sick pay, seniority for accruing vacation time, etc.).

p. Other Cost Information

The cost and business instructions sometimes direct an Offeror to state what amount is available for a specific cost and how the cost is recovered. If an Offeror states that the cost is recovered as a direct charge, then no further explanation is necessary as long as the list of Offeror-estimated ODCs clearly includes the specified amount for the subject cost. If a cost is recovered through an indirect rate such as a fringe benefit rate or field overhead rate, additional information is necessary for the Government to establish that an amount that approximates the estimate for the subject cost element will be available under this contract.

Example One:

Task: Demonstrate how much is available under this contract for employee bonuses.

Assumption: Bonuses are included in the field overhead rate and that rate is only used on this contract.

Solution: Provide the list of all costs that make up the field overhead pool and the direct labor base. The amount included in the list should correspond to the amount claimed to be available. The pool base should be the direct labor for this contract because the pool is not shared with other contracts.

Example Two:

Task: Demonstrate how much is available under this contract for severance pay.

Assumption: Severance is recovered through the company-wide fringe benefit rate that is allocated on company-wide direct and indirect labor.

Solution: Provide the list of all costs that make up the fringe benefit rate and the direct and indirect labor cost allocation base. Calculate severance cost as a percentage of company-wide direct and indirect labor. Apply the calculated percentage to the direct and indirect labor in this contract only. The Government considers that amount to be what is available for severance under this contract. That amount should be the same as the severance cost estimated by the Offeror to be needed at contract completion.

For each cost element listed below, provide the amount required to perform this contract, specify the method of recovery and demonstrate its availability as described above.

Cost	Amount	Method of Recovery
Advertising for recruitment		
Employment agency fees		
Relocation costs during transition		
Ordinary relocation costs during contract performance		
General office supplies		
Computer supplies		
Meals other than long distance travel		
Local parking and mileage		
Postage, freight, courier costs		
Travel to/from corporate/divisional office		
Maintenance cost or agreements for office equipment		
Software upgrades		
Office furniture		
Employee training (other than Government-directed) and tuition reimbursement		
Salaries associated with the following functions: program reviews to corporate office; employee recruitment; cost control administration; public voucher preparation and review; reporting on project performance; human resources activities; payroll and timekeeping activities; purchasing		

q. Cost Realism

The Offeror must provide all cost information required for the Government to perform a cost realism analysis even if it proposes to provide a service or product at reduced or no cost to the Government.

r. Parking at Volpe Center

As stated in Section H.16, the Government intends to provide on-site parking spaces at the Volpe Center for up to 45 percent of contractor personnel assigned to work during the Volpe Center's hours of operation between 7 a.m. and 6 p.m. The Offeror must provide its policy on whether or not it will provide parking in addition to the spaces the Government makes available, the cost of the additional parking if provided, and how the cost will be recovered. Unlimited parking is available for employees assigned to non-standard business hour shifts.

s. Employee Transportation Cost Reimbursement Benefits (Transit Benefits)

The Volpe Center encourages the use of incentives for employees to participate in car or van pools or use public transportation. The Offeror must indicate its policy concerning transit benefits, the estimated cost, and method of recovery.

t. Weighted Guidelines

The Government considers fee and profit a function of competition; however, the Government may utilize the weighted guidelines approach in TAR 1215 and Appendix A to evaluate them. The Offeror's Cost Proposal should contain adequate data and rationale for any consideration it wants included in the Government's evaluation of Contract Risk and Special Factors.

2. SCHEDULES

The following schedules may be modified to accommodate the Offeror's indirect rate structure.

Offerors may modify the schedules (font size, portrait orientation, etc.) provided the requested information is furnished in similar format.

SCHEDULE 1

PROPOSAL COVER SHEET	1. Solicitation/Contract/Modification Number			
2a. Name Of Offeror	3a. Name Of Offeror's Point Of Contact			
2b. First Line Address	3b. Title Of Offeror's Point Of Contact			
2c. Street Address	3c. Telephone		3c. Facsimile	
2d. City _____ 2e. State _____ 2f. Zip Code _____	Area Code	Number	Area Code	Number
4. Type Of Contract Or Subcontract (<i>Check</i>) <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> FPI <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF	5. <input type="checkbox"/> Prime Offeror <input type="checkbox"/> Subcontractor _____ Prime's Name			
6. Estimated Cost, Fee And Profit Information				
A. Estimated Cost				
B Award Fee				
C. Profit				
D. Total Price				
7. Provide The Following				
Name Of Cognizant Contract Administrative Agency			Name Of Cognizant Government Audit Agency	
Street Address			Street Address	
City	State	Zip Code	City	State Zip Code
Phone	Area Code	Number	Phone	Area Code Number
Facsimile	Area Code	Number	Facsimile	Area Code Number
Name Of Contact			Name Of Contact	
Property System <input type="checkbox"/> Reviewed by cognizant contract administrative; determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative; determined unacceptable <input type="checkbox"/> Never reviewed			Approximate Date Of Last Audit	
Purchasing System <input type="checkbox"/> Reviewed by cognizant contract administrative agency; determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative; determined unacceptable <input type="checkbox"/> Never reviewed			Purpose of Audit (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)	
			Accounting System <input type="checkbox"/> Audited and determined acceptable <input type="checkbox"/> Audited and determined not acceptable <input type="checkbox"/> Never audited	
			Offeror's Fiscal Year	
8a. Name Of Offeror (<i>Typed</i>)			9. Name Of Firm	
8b. Title Of Offeror (<i>Typed</i>)				
10. Signature			11. Date Of Submission	

SCHEDULE 2

SUMMARY OF ESTIMATED COSTS, AWARD FEES, AND PROFIT

Prime or Subcontractor Name: _____

	ESTIMATED COST	AWARD FEE	PROFIT	TOTAL COST AWARD FEE AND PROFIT
TRANSITION	\$		\$	\$
CONTRACT MGMT/ ADMINISTRATION	\$	\$		\$
INFORMATION SYSTEMS SUPPORT	\$	\$		\$
TOTAL	\$	\$	\$	\$

SCHEDULE 3 (CLIN 0001) - TRANSITION - SUMMARY OF ESTIMATED COSTS AND PROFIT

Prime or Subcontractor Name: _____

Element of Proposal			Amount
Direct Labor			\$
Fringe Benefits	Rate %	Base: \$	\$
Overhead	Rate %	Base: \$	\$
Subcontracts:			
Name A:			\$
Name B:			
Total Subcontractor Cost/Profit			\$
Subcontractor Burden	Rate %	Base: \$	\$
Other Direct Costs:			
Offeror-estimated ODC			\$
Total			\$
G&A	Rate %	Base: \$	\$
Cost of Money (COM)			\$
Total Cost Incl COM			\$
Profit			\$
Fixed Price			\$

SCHEDULE FOR TRANSITION (CLIN 0001) – FIRM-FIXED-PRICE

a. Direct Labor

The Offeror must estimate the staffing levels and resources necessary to satisfy the Transition described in Section C.2, CLIN 0001. The Offeror shall provide information on the labor categories necessary and show the hourly labor rates based on salary divided by 2,087 hours. The Offeror should clearly show the calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror should identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new-hires, etc. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

b. Escalation

The Offeror shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

c. Indirect Rates

See General Instructions, Section L.6.C.1.f.

d. Offeror-estimated ODCs

See General Instructions, Section L.6.C.1.l.

e. Weighted Guidelines Profit/Fee Objectives

See General Instructions, Section L.6.C.1.t.

SCHEDULE 4 (CLIN 0002)

CONTRACT MANAGEMENT AND ADMINISTRATION

SUMMARY OF COSTS AND AWARD FEE

Prime or Subcontractor Name: _____

	ESTIMATED COST	AWARD FEE	ESTIMATED COST PLUS AWARD FEE
Contract Year One	\$	\$	\$
Contract Year Two	\$	\$	\$
Contract Year Three	\$	\$	\$
Contract Year Four	\$	\$	\$
Contract Year Five	\$	\$	\$
Total	\$	\$	\$

**SCHEDULE 4A (CLIN 0002) - CONTRACT MANAGEMENT AND ADMINISTRATION
SUMMARY OF ESTIMATED COSTS AND AWARD FEE**

Contract Year: _____

Prime or Subcontractor Name: _____

Element of Proposal			Amount
Direct Labor			\$
Fringe Benefits	Rate %	Base: \$	\$
Overhead	Rate %	Base: \$	\$
Subcontracts:			
Name A:		\$	
Name B:		\$	
Name C:		\$	
Name D:		\$	
Name E:		\$	
Name F:		\$	
Total Subcontractor Cost and Fee/Profit			\$
Subcontractor Burden	Rate %	Base: \$	\$
Other Direct Costs:			
Offeror-Estimated ODC			\$
Total			\$
G&A	Rate %	Base: \$	\$
Cost of Money (COM)			\$
Total Cost Incl COM			\$
Total Award Fee		\$	\$
Total Cost plus Award Fee			\$

SCHEDULE 4B (CLIN 0002)

SUMMARY OF LABOR COST: CONTRACT MANAGEMENT AND ADMINISTRATION

Prime or Subcontractor Name: _____

Labor Categories	Labor Hours					Hourly Labor Rate *					Total Labor Cost				
	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY 5	CY1	CY2	CY3	CY4	CY5
TOTAL															

CY = Contract Year

* Based on salary divided by 2,087 hours.

**SCHEDULES FOR CONTRACT MANAGEMENT AND ADMINISTRATION
(CLIN 0002) – COST-PLUS-AWARD-FEE**

f. Direct Labor

The Offeror must estimate the staffing levels and resources necessary to satisfy the Contract Management and Administration requirement as described in Section C.3, CLIN 0002. The Offeror shall provide information on the labor categories or types of labor necessary and show the hourly labor rates based on salary divided by 2,087 hours. The Offeror should clearly show the calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror should identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new hires, etc. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

g. Escalation

The Offeror shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

h. Indirect Rates

See General Instructions, Section L.6.C.1.f.

i. Offeror-Estimated ODCs

See General Instructions, Section L.6.C.1.l.

j. Award Fee

See General Instructions, Section L.6.C.1.t.

SCHEDULE 5 (CLIN 0003)
INFORMATION SYSTEMS SUPPORT
SUMMARY OF COSTS AND AWARD FEE

Prime or Subcontractor Name: _____

	ESTIMATED COST	PROPOSED AWARD FEE	ESTIMATED COST PLUS AWARD FEE
Contract Year One	\$	\$	\$
Contract Year Two	\$	\$	\$
Contract Year Three	\$	\$	\$
Contract Year Four	\$	\$	\$
Contract Year Five	\$	\$	\$
Total	\$	\$	\$

SCHEDULE 5A (CLIN 0003)
INFORMATION SYSTEMS SUPPORT
SUMMARY OF ESTIMATED COSTS AND AWARD FEE

Period _____

Prime or Subcontractor Name: _____

<u>Element of Proposal</u>			Amount
Direct Labor			\$
Fringe Benefits	Rate %	Base: \$	\$
Overhead	Rate %	Base: \$	\$
Subcontracts:			
Name A:			\$
Name B:			\$
Name C:			\$
Name D:			\$
Name E:			\$
Name F:			\$
Name G:			\$
Name H:			\$
Total Subcontractor Cost/Fee			\$
Subcontractor Burden	Rate %	Base: \$	\$
Other Direct Costs:			
Offeror-Estimated ODCs			\$
RFP-Stipulated ODCs			\$500,000
Total			\$
G&A	Rate %	Base: \$	\$
Cost of Money (COM)			\$
Total Cost Incl COM			\$
Award Fee			\$
Total Cost and Award Fee			\$

SCHEDULE 5B (CLIN 0003) - SUMMARY OF LABOR COST: IS SUPPORT

Prime or Subcontractor Name: _____

Labor Categories	Labor Hours					Hourly Labor Rate *					Total Labor Cost				
	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY5
IS Project Manager															
Subject Matter Expert															
IS Senior Engineer															
IS Senior Programmer															
Senior Systems Administrator															
IS Senior Analyst															
Middle Engineer															
Middle Programmer															
Middle Systems Administrator															
Middle Analyst															
Junior Engineer															
Junior Programmer															
Junior Systems Administrator															
Junior Analyst															
Technical Documentation Specialist															
Administrative Specialist															
TOTAL															

CY=Contract Year - * Based on salary divided by 2,087 hours.

SCHEDULE 5C (CLIN 0003) - ALLOCATION OF IS SUPPORT LABOR HRS BETWEEN OFFEROR & ITS SUBCONTRACTORS

Contract Year: _____

	Prime	Sub Name	Sub Name	Sub Name	Sub Name	Sub Name	TOTAL	Required by RFP
IS Project Manager								20,900
Subject Matter Expert								20,900
IS Senior Engineer								73,000
IS Senior Programmer								35,500
Senior Systems Administrator								10,400
IS Senior Analyst								20,900
Middle Engineer								62,600
Middle Programmer								41,700
Middle Systems Administrator								6,300
Middle Analyst								16,700
Junior Engineer								41,700
Junior Programmer								16,700
Junior Systems Administrator								4,200
Junior Analyst								10,400
Technical Documentation Specialist								8,300
Administrative Specialist								6,300
TOTALS								396,500

SCHEDULES FOR IS SUPPORT (CLIN 0003) -COST-PLUS-AWARD-FEE

k. Direct Labor

See General Instructions Section L.6.C.1.

The Government's current best estimate of direct labor hours, by labor category, required to perform the IS requirements for the all years of this contract, are provided in Section B,2, CLIN 0003. The Offeror shall, for proposal purposes, utilize the Government's estimates for hours.

If an Offeror elects not to incorporate the Government's estimates for labor rates, it shall show clearly all calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror shall identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new hires. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

l. Escalation

The proposal shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

m. Indirect Rates

See General Instructions, Section L.6.C.1.f.

n. RFP-Stipulated and Offeror-Estimated ODCs

Each Offeror must include in its proposal \$500,000 per year, \$2,500,000 in total, for Government-directed travel and training to support CLIN 0003. See General Instructions, Section L.6.C.1.l.

o. Weighted Guidelines Profit/Fee Objectives

See General Instructions, Section L.6.C.1.t.

SCHEDULE 6 - SCHEDULE OF INDIRECT RATES AND FACTORS

Prime or Subcontractor Name: _____

	CY ONE	CY TWO	CY THREE	CY FOUR	CY FIVE	DESCRIPTION OF ALLOCATION BASE
COST ELEMENT						
Labor Escalation						
Fringe Benefits						
Field Overhead						
Home Office Overhead						
Subcontract Burden						
ODCs Burden						
Other						
G & A						
Cost of Money						

Contractor Fiscal Year Ends: _____

L.6.D. PART III - SUBCONTRACTING PLAN

In accordance with FAR 52.219-9, Offerors who are not small business concerns shall submit a Small Business Subcontracting Plan. The plan must be submitted in accordance with FAR Part 19 and must comply with FAR 19.704. The Offeror shall show the subcontractor's business size, and the percentage and type of workload estimated to be subcontracted out. All cost and technical information must be included in the appropriate sections of the Offeror's proposal in addition to the submission of the subcontracting plan. The socio-economic Volpe Center goals with the Small Business Administration are currently as follows:

<u>Subcontract Awards</u>	<u>Percent of Dollars Awarded</u>
Awards to Small Businesses	30%
Awards to Small Disadvantaged Businesses	10%
Awards to Women-Owned Businesses	5%
Awards to HUBZone Businesses	3%
Awards to Service Disabled Veteran-Owned Small Business	3%

These goals are not intended to be mandatory but the Offeror is to keep these goals in mind when developing its subcontracting plan. Please note that these goals must be proposed as a percentage of total dollars being subcontracted. A business may count toward more than one of the goals shown above. For example, a small disadvantaged business owned by a women would count toward three of the four goals.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 GENERAL

M.1.A. BASIS FOR AWARD

It is the Government's intent to make a single award based upon initial offers without entering into discussions or negotiations. Award will be made to the responsive and responsible Offeror whose offer will provide the greatest overall value to the Government based on the Technical Proposal, the Cost/Business Proposal, and other factors. While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the CO will proceed to establish a competitive range and conduct negotiations with the firms in that range.

M.1.B. ORDER OF IMPORTANCE

The technical evaluation factors that are addressed in the Technical Proposal, when combined, are significantly more important than cost in the selection of a contractor for award. Notwithstanding this fact, Offerors are cautioned not to minimize the importance of the Cost Proposal. The degree of the importance of evaluated cost will increase as the Technical Proposals submitted are evaluated as more equal. When the Technical Proposals are evaluated as essentially equal, evaluated cost may become the determining factor in making an award.

M.1.C. RISK ASSESSMENT

Each proposal will be assessed as to the level of risk it represents in terms of its probable accomplishment of schedule, cost, and performance objectives.

M.2 TECHNICAL PROPOSAL EVALUATION

The Offeror's Technical Proposal will be evaluated in accordance with the criteria described below.

The first two factors (Technical Excellence and Management Approach) are of equal weight. The third and fourth factors (Transition Approach and Staffing) are of equal weight, but each is of lesser weight than either of the first two factors. The fifth factor (Past Performance) has the least weight.

M.2.A. TECHNICAL EXCELLENCE (WRITTEN AND ORAL)

The purpose of this factor is to assess: (1) the Offeror's understanding of IS identified in the SOW/Section C, in particular, its understanding of the relevant key transportation, logistics, and security issues, and future directions for IS; (2) the Offeror's understanding of, and approach to, the portfolio of IS tasks currently performed at the Volpe Center; and (3) the Offeror's understanding of the Government's requirements as demonstrated by the effectiveness of its response to the hypothetical tasks given in Section L. These sub-factors are of equal importance.

M.2.B. MANAGEMENT APPROACH (WRITTEN AND ORAL)

The purpose of this factor is to assess: (1) the Offeror's management team and approach to managing the overall contract; (2) the Offeror's approach to managing staff and staffing fluctuations; (3) the Offeror's approach to quality control; (4) the Offeror's approach to cost control; (5) the Offeror's approach to the contract administration function; and (6) the Offeror's identification of major performance criteria and performance measures for its management approach. These sub-factors are listed in descending order of importance.

M.2.C. TRANSITION APPROACH (WRITTEN AND ORAL)

The purpose of this factor is to assess the Offeror's approach to transitioning from the current IS contract to the new contract. This factor includes assessment of: (1) the degree to which disruption to ongoing work, deliverables, schedules, and sponsoring organization relationships is minimized; (2) effectiveness; (3) efficiency; and (4) probability of success. These sub-factors are of equal importance.

M.2.D. STAFFING (WRITTEN)

The purpose of this factor is to assess the depth and breadth of the proposed key personnel in each of the respective labor categories in terms of technical expertise, experience, education, capabilities, and accomplishments relevant to the IS functional area requirements as outlined in the SOW/Section C.

M.2.E. PAST PERFORMANCE (WRITTEN)

The purpose of this factor is to assess the ability of the Offeror to perform successfully based upon an evaluation of its relevant past performance history of the type and complexity described in the SOW/Section C. Contracts on which proposed key personnel played a significant role will be considered relevant. This factor includes assessment of: (1) quality of product/service; (2) timeliness of performance; (3) cost control; and (4) business relations. These sub-factors are of equal importance. The Government also may consider the past performance of Offerors in complying with Small Disadvantaged Business subcontracting goals, as applicable.

Only relevant past performance history will be considered. The Government will determine relevance of past performance information based on the similarity of the nature of the previous work to the current requirements, the relative magnitude of the dollar value of the previous efforts, and the timeframe of the prior work (i.e., within the past three years).

If an Offeror has affirmatively stated that it has no relevant past performance history, and there is no evidence to the contrary, the Offeror will not be rated favorably or unfavorably on past performance.

M.3 COST/BUSINESS EVALUATION CRITERIA

Proposed costs will be evaluated for reasonableness and realism. Cost realism, as defined and discussed in FAR 15.401 and 15.404-1(d), will be conducted on all CLINs. The Government will calculate probable cost for CLINs 0002 and 0003. The probable cost developed as a result of cost realism analysis may differ from proposed cost and will be used for purposes of evaluation to determine the best value.

The following, not necessarily in order of importance, shall also be evaluated. They will not be numerically scored.

- Consistency between cost and Technical Proposals;
- Compensation of professional employees will be evaluated in accordance with FAR 52.222-46;
- Proposed fees may be evaluated using weighted guidelines techniques as described in the TAR. A proposal that includes fee in excess of the statutory limits will be eliminated from consideration; and
- Acceptability of the Small Business Subcontracting Plan (Section I, FAR 52.219-9).

SECTION J – ATTACHMENTS

J.1 BILLING INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

A. Voucher Submission

The contractor is responsible for the preparation and submission of reimbursement claims in accordance with the terms of the contract. Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, shall be used. SF-1035, the Continuation Sheet, or a similar substitute shall also be used. Reproductions are acceptable.

The contractor shall submit an original and five copies of each voucher, continuation sheet, and supporting documentation to the following address:

DOT/RITA/Volpe National Transportation Systems Center
55 Broadway
Accounts Payable, DTS-823
Cambridge, MA 02142-1093

The contractor shall also submit one concurrence copy of the above to the Administrative Contracting Officer (ACO) and one concurrence copy to the Contracting Officer's Technical Representative (COTR).

Vouchers must clearly indicate the period of performance for which payment is requested and provide the Volpe Center accounting information that is required to process payments. Vouchers may be submitted at the beginning of each calendar month for costs incurred during the previous month's user accountability period. Costs incurred earlier than the preceding month but not previously billed may be stated on the SF-1034/1035. Vouchers may be submitted once every month; other billing arrangements may occasionally be made but are subject to approval by the ACO.

B. Preparation of Public Voucher, SF-1034

Every voucher submitted for payment must contain the appropriate serial number, beginning with No. 1 and using consecutive numbers, that is to be placed in the block entitled "VOUCHER NO." The same voucher number must also be displayed on every page of the voucher (i.e., all continuation sheets and supporting detail sheets). If the contractor wishes to use its own identification number as well, it is to be placed in the block entitled "SCHEDULE NO." located directly below the voucher number.

Every voucher submitted for payment must contain the date of preparation which is to be placed in the block entitled "DATE VOUCHER PREPARED."

Every voucher submitted for payment must contain the correct contract number and the commencement date of the contract. This information is to be placed in the block entitled "CONTRACT NUMBER AND DATE" (e.g., DTRS57-99-C-00020, 11/01/2000). The contract number must also be displayed on every page of the voucher (i.e., all continuation sheets and supporting detail sheets).

Every voucher submitted for payment must contain either the payee's name and address or the bank/organization to which payments have been assigned. This information is to be placed in the block entitled "PAYEE'S NAME AND ADDRESS." (Reference FAR, Subpart 32.8)

Every voucher submitted for payment must show the beginning and ending month, day, and year of delivery or service for costs claimed for reimbursement. This information is to be placed in the block entitled "DATE OF DELIVERY OR SERVICE" (for example, November 1, 2000 to November 30, 2000).

C. Continuation Sheets, SF-1035

The first continuation sheet submitted shall be a high level summary of contract costs identified by contract line item number (CLIN) and displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period.

The next two to four (or more) continuation sheets submitted shall be a summary of each contract line item. There must be at least one continuation sheet for costs related to Contract Management and Contract Administration and at least one continuation sheet for costs related to Information Systems Support.

Each continuation sheet submitted shall be displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period. A breakdown of the following, where applicable, shall also be provided:

- Direct prime contractor labor hours and costs;
- Indirect cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Overhead cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Detailed listing on all ODCs being billed (specific supporting details for ODCs is requested in D below);

- Subcontractor labor hours and cost;
- General and Administrative (G&A) costs (applicable rate for the current billing period must be displayed);
- Percentage and amount of award fee being billed on current voucher; and
- Any comments or notes to further explain costs.

D. Supporting Detail Sheets

Supporting detail sheets are required for all labor hours and costs being billed. The detail sheets shall contain a listing by labor category of hours and total dollars for the current billing period, contract year-to-date, and contract-to-date. In addition, all labor hours and costs must be displayed by individual company (prime and subcontractor). Totals on the detail sheets must match totals on the continuation sheets.

Supporting detail sheets are also required for all ODCs being billed. For example:

- All travel costs (local and non-local) being billed on the current voucher must contain supporting details including the traveler's name, the UAS job order number to which travel is being charged, the destination, and a description of costs (e.g., airfare, meals, lodging, telephone, etc.), including the dollar amounts;
- All overtime premium charges being billed on the current voucher must contain a breakdown of hours and dollars by employee and labor category.

E. Adjustments

Any adjustments in hours and/or costs that have been made to previously billed vouchers (e.g., costs withheld by the Government) that have an affect upon contract year-to-date and/or contract-to-date hours and/or costs must be shown in a separate column and properly reflected in all totals.

Any adjustments in hours and/or costs to prior contract years that have been made previously or are being made with the current voucher must be accurately and clearly displayed (e.g., use of applicable rate for period in which service was delivered). These adjustments must be detailed on a separate continuation sheet.

F. Additional Instructions

Additional instructions and procedures for billing may be provided by the ACO after contract award.

J.2 ELECTRONIC SUBMISSION REQUIREMENTS

All documents that have been requested for submission in electronic format must meet the following requirements in addition to any specifications stated in other sections of the contract.

- Year 2000 Compliant;
- Compatible with Microsoft Office 2000 or Microsoft Office 2000 compatible electronic products (Microsoft Office 2000 products include Word 2000, PowerPoint 2000, and Excel 2000); and
- Virus free.

Electronic documents that do not satisfy the above requirements will not be accepted. These specifications may be modified by the COTR during the performance of the contract.

J.3 JOB ORDER SYSTEM PROCEDURES

A. INTRODUCTION

The Volpe Center has a portfolio of 400+ transportation and logistics projects that vary in number, scope, and substance over the course of any year. The Volpe Center's project management strategy uses a combination of Federal and contractor resources to meet the broad range and quantity of skills needed to accomplish project objectives. The TRIPS Contract provides information systems engineering and technology capabilities to be used in meeting the Volpe Center's programmatic requirements.

B. PROJECT CHARACTERISTICS

The contractor provides resources capable of completing results-oriented, performance-based actions in response to job orders presented by a variety of Volpe Center project leaders. Job order scope, range of resources, cost estimates, deliverables, and performance periods vary widely. Periods of performance can range from several weeks to the length of the contract.

C. THE JOB ORDER SYSTEM

The Volpe Center monitors and tracks work performed on the contract through a job order system. All work performed under the contract must be initiated and completed through use of a performance-based job order with appropriate supporting documentation, authorization, and certifications. The User Accountability System (UAS) is the automated information system that supports the job order system.

1. Initiation of a Task

"Contact persons" on the contractor's staff will be identified as the primary point of contact for each major user organization at the Volpe Center. This contact person is a senior level management employee who is thoroughly familiar with the contract scope and special provisions. These contact persons will be charged with communicating with the Volpe Center organizations to ensure that overall requirements are well understood and to advise those Volpe organization users on the full range of capabilities available under the contract. When necessary, the contact person can seek the guidance and/or participation of the COTR.

To begin the process of obtaining project support under the contract, the Volpe Center contract user (i.e., the project manager or job order initiator) must complete Part I of the TRIPS Job Order Initiation Form, the Form Z, Attachment 1 (see Figure 1). This action requires the initiator to describe the support needed by means of a Statement of Objectives, detailing the desired/required outcomes for this project support. The project support requirements must be expressed in terms of results to be accomplished rather than level-of-effort hours to be provided. The initiator will then e-mail an electronic copy of this document to the appropriate contractor point of contact for further action. Electronic copies shall be sent concurrently to the Contracting Officer (CO) and COTR for purposes of process tracking and oversight.

Thereafter, the contractor will contact the initiator to schedule a brief discussion of the project performance requirements, leading to completion of the contractor's response to the Statement of Objectives, including cost, schedule, and delivery components (Form Z, Part II), along with assignment of a job order number and title. The contractor and initiator will then collaboratively

identify the appropriate performance metrics associated with accomplishment of this job order, expressed in terms of quality, schedule, and cost considerations (Form Z, Part III). At this point, the initiator will specify the monitoring method(s) that they will use to confirm contractor performance (Form Z, Part IV). The initiator and the appropriate contractor lead will then sign a paper copy of this Form Z. This signed Form Z is combined with a Job Request Form, the Form A (Figure 2) which is prepared by the contractor and approved in accordance with Volpe Center Announcement #95-27 dated 8/31/95 (Figure 3).

Once approvals are obtained, a UAS number is assigned to the job order and the completed Form A is forwarded to the Volpe Center's Financial Management Division for certification and obligation of funds. The UAS number(s) and associated information is then entered into the UAS to establish a record against which contractor labor and travel will be reported. The contractor will also concurrently e-mail an electronic copy of the completed Form Z to the CO and the COTR. The CO is responsible for reviewing the job order for appropriateness, accuracy, and completeness within 24 hours of receipt of the e-mail from the contractor.

If the total estimated value of the effort is \$25,000 or less and unless previously notified by the CO of problems with the job order, the contractor will proceed to completion of the job order as fully described by the Form Z.

If the value of the job order exceeds \$25,000 and assuming that the CO's approval has been given within 24 hours, the contractor will proceed to the next phase of the job order process which is completion of a detailed performance-based Job Order Plan for accomplishment of the required effort. Routing, review, and approval of the Job Order Plan will follow the same cycle as previously described for the job order initiation process.

2. Support of a Job Order

Once the job order is underway, the contractor will maintain contact with the initiator to keep him/her aware of the progress and status of the task. This is done through periodic meetings with the initiator and via status reports that are submitted to the job order initiator and the COTR. These status reports are submitted at intervals as specified in the job order and are part of the contractor's reporting requirements. Contents of these status reports are specified in Section C.3.B.2. When appropriate, the contractor will hold technical discussions with the initiator to review intermediate results and clarify any problems that may arise.

If the job order objectives and/or cost estimates, milestone schedules, or deliverables change significantly during the support of a job order, the contractor must develop and submit for approval the new job order specification/requirements. The procedures in such a case are the same as those set forth in developing a new job order specification, including the fundamental requirement that all such changes must be described in terms of performance-based actions.

Every six months and upon completion of the final phase of any job order, the initiator and the contractor will complete the respective performance assessment portions of the TRIPS Job Order Initiation Form (Form Z, Part V) and deliver a signed copy to the COTR. Evaluation at the six-month period shall represent performance assessment to date on the job order; assessments at the conclusion of the job order shall represent performance assessment of the complete job order.

FIGURE 1 - JOB ORDER INITIATION FORM - FORM Z

TRIPS JOB ORDER INITIATION FORM		Job Order / UAS #:	
		Job Order Title:	
		Project/Task (PPA/WPB):	
I. To Be Completed by Volpe Center Initiator			
Initiator Name:	Phone:	Date:	Org:
Statement of Objectives (including desired/required outcomes):			
II. To Be Completed by Contractor			
Contractor Lead Name:	Phone:	Date:	Dept:
Response to Statement of Objectives (description of services to be provided):			
Cost Estimate: \$	Scheduled Completion:		
Deliverable(s) (e.g., Job Order Plan, etc.):			
III. To Be Completed Jointly by Initiator and Contractor (Select one or both measures for each performance area)			
PERFORMANCE METRICS			
Quality			
<input type="checkbox"/> Customer Satisfaction			
<input type="checkbox"/> Completeness, accuracy and quality of deliverable.			
Schedule			
<input type="checkbox"/> Timely notification of schedule issue(s) accompanied by recommendations for corrective action.			
<input type="checkbox"/> Timeliness of deliverable (i.e., in accordance with stated schedule/or mutually agreed to revised date).			
Cost			
<input type="checkbox"/> Effectiveness in managing to budget.			
<input type="checkbox"/> Reliability and accuracy of project cost estimates.			
IV. To Be Completed by Initiator			
Monitoring method(s) utilized to determine compliance (select as applicable):			
<input type="checkbox"/> Periodic reviews of work-in-progress			
<input type="checkbox"/> Feedback from stakeholders			
<input type="checkbox"/> Inspection of key deliverables			
Initiator Signature:		Date:	
Contractor Lead Signature:		Date:	
V. To Be Completed by Initiator and Contractor Every Six Months and Upon Receipt of Deliverables			
Desired/required results accomplished by Contractor	Contractor Assessment	Initiator Assessment	
	<input type="checkbox"/> Comments Attached	<input type="checkbox"/> Comments Attached	
Quality Deliverable	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Schedule Performance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cost Performance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Initiator Signature:		Date:	
Contractor Lead Signature:		Date:	

FIGURE 2 – UAS FORM A STRUCTURE**UAS FORM A**

UAS JOB ORDER TYPE STATUS NO.	VOLPE CENTER UAS FORM A	ACCOUNTING CERTIFICATION NAME DATE																																																				
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UAS FORM A

NOTE: THIS FORM IS GENERATED ON-LINE USING THE FORMS MODULE OF THE UAS. THIS MODULE IS ACCESSIBLE BY THE TRIPS CONTRACTOR PERSONNEL WHO HAVE BEEN AUTHORIZED BY THE UAS SYSTEMS MANAGERS. USERS MAY COMPLETE A HARD COPY OF THE FORM AND SUBMIT IT TO AN APPROPRIATE CONTRACTOR REPRESENTATIVE FOR PROCESSING.

BLOCKS ACROSS**BLOCK DESCRIPTION**

1. UAS JOB	THESE FOUR ELEMENTS ARE TO BE COMPLETED BY THE APPROPRIATE CONTRACTOR REPRESENTATIVE.
2. ACCOUNTING CERTIFICATION	TO BE COMPLETED BY ACCOUNTING OFFICE (JOB ESTIMATE FOR COMMITMENT PURPOSES).
3. INITIATOR	ENTER FIRST PART OF INITIATOR'S LAST NAME AND SYSTEM WILL FILL IN THE REST. INITIATOR'S NAME MUST CURRENTLY RESIDE ON THE PERSONNEL FILE.
4. ACCOUNTING JOB ORDER	ENTER THE ACCOUNTING JOB ORDER NUMBER AND THE SYSTEM WILL FILL IN THE REST. THE ACCOUNTING JOB ORDER NUMBER MUST CURRENTLY RESIDE ON THE ACCOUNTING JOB ORDER FILE.
5. START DATE/EST COMP DATE	ENTER THE DAY THE PROJECT IS TO START AND THE DAY THE PROJECT IS TO BE COMPLETED.
6. USER COMMENT	DATA WHICH CAN BE ENTERED FOR TRACKING PURPOSES.
7. JOB TITLE	ENTER THE TITLE OF THE JOB ORDER (MAX OF 72).
8. ACCEPTED BY	THIS AREA IS FILLED IN BY THE COMPUTER SOFTWARE.
9. AUTHORIZATION SIGNATURES	THOSE SIGNATURES ARE REQUIRED ACCORDING TO THE VOLPE CENTER DIRECTIVE DETAILING DELEGATIONS OF AUTHORITY.
10. CONTRACTOR LABOR	FOR CONTRACTOR INFORMATION AND TRACKING.
11. REGULAR LABOR	ENTER CONTRACTOR LABOR CODES AND COST ESTIMATES (MAXIMUM OF TWELVE CATEGORIES).
12. OVERTIME	IF OVERTIME AUTHORIZED ENTER HOURS AND COST.
13. TRAVEL/TRAINING/ODCS/SUPPLIES	IF TRAVEL OR TRAINING IS AUTHORIZED ENTER CODE AND COST.
14. TOTAL LABOR	THIS FIELD IS COMPUTED BY THE SYSTEM ADDING ALL LABOR FIELD.
15. TOTAL JOB COST	THIS FIELD IS SYSTEM GENERATED.

FIGURE 3 – VOLPE ANNOUNCEMENT #95-27**SUMMARY OF VOLPE CENTER ANNOUNCEMENT #95-27 dated 8/31/95**

The authority to approve procurement requests for in-house services and all job orders issued under onsite support service contracts where the total estimated cost does not exceed the amounts listed is as follows:

INDIVIDUAL	AMOUNT
Volpe Center Deputy Director	Unlimited
Volpe Center Office Directors	Over \$100,000 to \$1,000,000
All Division Chiefs and the Office of Administration Branch Chiefs	Up to \$100,000

Note: All requests for expenditure of resources against a Project Plan Agreement require concurrency by the cognizant task manager

J.4 USER ACCOUNTABILITY SYSTEM (UAS) FORMATS AND REPORTS

A. INTRODUCTION

The UAS is an automated information system that supports the TRIPS Contract. The objective of the system is:

1. To provide contract users with weekly reports reflecting (1) current (weekly, month-to-date, and year-to-date) job order estimates, and (2) current utilization;
2. To provide the COTR with data essential to monitoring the TRIPS Contract;
3. To generate reports used by the contractor's management staff to manage activity at the job order level; and
4. To provide for automatic generation and input of charges into the Volpe Center's Financial Management System.

B. INPUT TO UAS

The UAS is dependent upon two main sources of input: the Form As and the contractor's labor charges.

1. Form A

The UAS Form A (Figure 2) is the source document for establishing a job order under the contract. The controlling element is the Job Number. The information from this form is entered into the UAS to create or update a job order record. This form is also used to revise, modify, or delete a job order once it has been established. Additionally, the Financial Management Division uses this form as the official document for obligation of program funds once the appropriate approvals have been obtained. The detailed specifications and descriptions of the job order are provided in the Form Z and attached to the Form A.

2. Contractor Labor Charges

Each week the contractor provides the Volpe Center's UAS Manager with a breakdown of hours used in support of each job order. This information is entered into the UAS and the time and cost figures are updated for each job order according to a pre-established rate structure.

C. SCHEDULE FOR INPUT TO UAS

Input is made to update the UAS twice a week. The first run is a preliminary run to enter weekly contractor labor charges, travel charges and adjustments. This system update is scheduled for close of business (COB) each Monday (COB Tuesday is the latest this update can take place). It is the contractor's responsibility to provide the UAS System Manager with a preliminary weekly labor file by COB each Monday. The second run, which takes place each Wednesday, processes labor charge adjustments and/or any other type of labor charges, if any. It is the contractor's responsibility to provide the UAS System Manager with a final weekly labor file by noon each

Wednesday. During this run, files and reports are produced for the Financial Management Division that are used to update the Volpe Center's financial management systems. These files and reports are turned over to the Volpe Center's Financial Management Division each Thursday.

Deviations to due dates for weekly labor files may be made by the UAS System Manager at fiscal year end and to accommodate Federal holidays and the Volpe Center's Financial Management Division's fiscal year closing schedule. The contractor will be required to provide a labor file ending September 30 of each year.

D. OUTPUT FROM UAS

The UAS provides reports on a weekly basis. As a rule, weekly closings are on Wednesday of each week and monthly closings are made as of the last Saturday of each month. Closings generate the only official UAS reports and data. Unofficial UAS reports and data are generated by the preliminary runs and serve as an aid in the function of monitoring project activity.

E. UAS REPORTS

Multiple reports are generated by the UAS for the administration and monitoring of the operation/performance of the contract. Distribution of these reports varies with requirements. The reports are designed to satisfy the specific needs of functional areas and to provide current technical and financial information to project managers/job order initiators and the COTR.

DTRS57-???

J.5 PERFORMANCE EVALUATION PLAN

TBD

J.6 RED-YELLOW-GREEN REPORTS

A. Introduction

The contractor is required to provide a high-level assessment of its activities for each project supported during the fiscal year. The primary purpose of these project assessments is to encourage communication among the contractor, job order initiators, the COTR, and Volpe Center management. The attributes assessed (job order definition, technical content, schedule, funding, cost, staffing, and quality) provide a limited view of the status of work performed. This report is best used as a means of validating progress between the contractor and the job order initiator and as an indicator of contractor performance to the COTR and Volpe Center management. Indicators need to be examined more closely to verify the exact nature of the performance issue.

B. Data Elements

For each entry, the following information will be reported using the data from the UAS for the previous month:

- Project Number;
- Project Title;
- DTS Number (Volpe Center organization supported);
- Total obligations as recorded in UAS;
- Total expenditures as recorded in UAS;
- Total hours as recorded in UAS; and
- Total level-of-effort calculated by dividing the total hours delivered by the number of contract hours available; i.e., number of elapsed weeks in the Government fiscal year multiplied by 40 hours per week.

For each project, status assessments will be made for the following attributes:

- Job Order Definition: are work items being supported/to be supported clearly defined in the approved Form Z and/or job order plans
- Technical Content: are technical issues well understood and under control
- Schedule: are key deliverables of adequate quality being delivered/going to be delivered in accordance with the schedule contained in the approved job order plans
- Funding: has sufficient funding been provided in support of the project (i.e. certified Form As)
- Cost: are the actual/projected costs at or below the costs contained in the approved job order plans
- Staffing: are individuals with the appropriate skills being provided as required by the approved job order plans; and
- Quality: is quality of products/services meeting job order specifications.

C. Assessment Scheme

One sheet will be prepared for each Volpe Center Directorate. The contractor may provide assessments at the job order level in addition to the project level. If this is done, the job order level assessments should appear underneath the project level assessment on the sheet.

Assessments are made using a color scheme. **Red** indicates that a significant problem either does or will exist. **Yellow** indicates that a minor problem either does or may exist. Any cell assessed as Red or Yellow should be footnoted with an explanation. **Green** indicates that all items are proceeding in accordance with the approved plan. **Blue** means the project is closed (i.e., all job orders being performed in support of that project have been closed) as of the end of the reporting month.

D. Report Formats and Schedules

Specific report formats shall be recommended by the contractor in accordance with Section F and shall be approved by the COTR. The contractor is required to submit monthly RYG reports in accordance with the delivery schedules in Section F. Modifications to the report format may be requested by the COTR during the performance of the contract.

DTRS57-???

J.7 U.S. DEPARTMENT OF LABOR WAGE DETERMINATIONS

TBD

DTRS57-???

J.8 GOVERNMENT FURNISHED PROPERTY LIST

TBD

DTRS57-???

J.9 CONTRACT SECURITY CLASSIFICATION SPECIFICATION, DD-254

TBD